

POLICY FOR SPONSORING EMPLOYEES FOR FURTHER EDUCATIONAL COURSES

- 1.0 Any officer desirous of obtaining sponsorship for attending an educational course shall apply in writing giving details of the course and the Institute to Head -HR.
- 2.0 The Company shall sponsor the education of officers for such programmes only if the subject of education is relevant to the functional responsibilities of the officer concerned.
- 3.0 The decision regarding sponsorship or otherwise (item 2 above) shall be made by a committee comprising of Head - HR and the Head of the Department to which the officer belongs.
- 4.0 The officer must have put in a minimum services of 2 years with The Company to be eligible for such sponsorship.
- 5.0 The amount of sponsorship shall be limited to the tuition fees for the course, or to an annual sum equal to 5 times the basic salary of the officer, whichever is less.
- 6.0 The officer shall contribute his own time for undergoing the educational programme. No special leave shall be granted to the sponsored officer purely for attending the course.
- 7.0 The payment towards the sponsorship shall not be made to the Educational Institute. The amount towards sponsorship shall be paid to the officer as an interest free loan from the Company.
- 8.0 The officer shall have to continue to serve the Company for a period of 5 years from the date of availing of the sponsorship or for a period of 2 years from the date of completing his education, whichever is later.
- 9.0 In case the officer resigns from the service of the Company for any reason or in case

the officer is unable to pass the examination for the educational programme, the entire amount of sponsorship shall be recovered from his salary or any amount due to the office from the Company.

- 10.0 The decision to accept / reject a request for sponsorship shall be at the discretion of the management.

End of Document

For HIGHBAR TECHNOCRAT LTD.



Arijit Dey
HR - Head