

EMPLOYEE TRANSFER

1.0 Guidelines

- 1.1 An employee can be transferred from his current location/department to any other location / Client Project Site / Department or to any other Group Company to meet the business needs and also to provide avenues for growth to the individual employee.
- 1.2 Family for the purpose of the transfer policy will constitute only those members declared by the employee as family and would also include dependent parents who are living with the employee.
- 1.3 Employees who are transferred will be allowed special leave of up to five consecutive working days to enable them to make suitable arrangement for shifting their families, household goods, luggage, etc. This special leave may be availed by the employee as per his/her convenience any time within three months before or after the date of his/her relocation.
- 1.4 Travel expenses for self and the family to the place of new posting would be paid as per the Travel Rules.
- 1.5 In case the employee resigns from the services within a period of one year of his/her transfer to new place of posting and if he has claimed shifting charges for the household goods and luggage, the actual amount paid towards such traveling expenses will be recovered from his/her dues.
- 1.6 In case of transfer between Client Project Sites and Mumbai, the employee will be governed by Leave/Working & Attendance Rules as applicable for that location.
- 1.7 In case of ambiguity in any of these rules, clarification or interpretation, the Management decision shall be binding and final.

2.0 Personal Luggage transfer

- 2.1 The actual expenses of transfer for shifting of all household items from the place of present service to the place of new posting will be payable to employees as per Domestic Travel Policy.
- 2.2 This amount is payable only once per transfer and cannot be spread over two or more trips.
- 2.3 The Company shall reimburse actual transit insurance premium paid by the employee on permanent transfer for his/her luggage subject to production of bills/receipts.
- 2.4 The transfer expenses should be claimed within one month from the date of incurring the expenses. No claims beyond one month will be entertained.
- 2.5 Employees newly appointed by the Company will be reimbursed joining expenses only if it is specified in the offer letter and the fair for self and the family to the place of new posting would be paid as per the travel rules. If the employee is separated from the Company due to any reason within one year of joining, the entire joining expenses including the cost of transfer of personal luggage, reimbursement of notice pay to your previous employer, if any, will be recovered from his/ her final settlement dues.

- 2.6 A change in Employee's posting from one establishment to another within the radius of 50 KMS from his/her original place of posting or within the city limits and its suburbs connected by Local Trains/Transport, the employee shall not be entitled to Tour/Transfer Expenses/Leaves.

End of Document

For HIGHBAR TECHNOCRAT LTD.



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