

## **Entitlements related to Selection and Joining**

### **1. Scope:**

This policy is applicable in case of candidates is Syntel IT offshore employee traveling within India, and will not cover travel to India from any other country.

If a candidate has to travel from his/her current place of work to a different city in order to join Syntel, then he/she will be entitled to claim the Relocation benefits.

This entitlement is not applicable to Trainees

For example, if a candidate is presently located at Hyderabad, but is offered a job in Mumbai office of Syntel, will be eligible. However a candidate who is based at Mumbai, and is offered a job in the Mumbai office of Syntel will not be eligible. For the purpose of this policy, current location of stay, and not the permanent address, will be considered as the location of origin.

### **2. Travel Expenses:**

**AC & AS : Self only by train 2<sup>nd</sup> Class AC**

**C/S & SC/SS : Self only by Air family\* by 2<sup>nd</sup> Class AC**

**PC/PS and above : By Air for self and family\***

**\*Family Includes dependent spouse and 2 Children**

This entitlement is not applicable to Trainees

- In case the travel distance is less than 400 km then Air travel will not be permitted. Only 2<sup>nd</sup> AC or AC Chair Car will be admissible. Travel expenses can be reimbursed only once.
- If a candidate is required to join a location other than the one indicated in the offer letter for a short duration, then he/she is entitled for the travel expenses for self only.
- Reimbursement of expenses towards family travel and transportation of personal effects will be for the place of posting (as indicated in the offer letter).

### **3. Guest House Accommodation:**

**AC/AS to SC/SS:**

For a maximum period of 14 nights, either company guest house or hired facilities will be provided.

This facility is also applicable to Trainees - 7 nights during ITP, and 7 nights at the time of first allocation at the Base Location.

**PC/PS and above:**

**For a maximum period of 30 nights – either company guest house or hired facilities.**

**In exceptional cases, where an employees is unable to find alternative accommodation within the stipulated period, Rs.650/- will be charged per day per single bed and Rs.1200/- will be charged per day per double bed by the Company subject to**

- **approval from Delivery Manager or Departmental Head and Head-HR**
- **availability of company guest house accommodation**
- **No cash equivalent will be payable. Guest house accommodation will be for the Joinee only and not for the family.**

**4. Transportation of personal effects:**

- **AC/AS : A maximum of Rs. 10,000/-**
- **C/S & SC/SS: A maximum Rs. 20,000/-**
- **PC/PS and above: A maximum Rs 35,000/-**

**The expenses will be against proper bills/receipts and will include all expenses like packing, loading/unloading, insurance etc. No advance will be payable against this expense.**

**6. General:**

- **All expense claims related to joining have to be raised through the PeopleSoft Expense Report and relevant proofs should be submitted within three months of joining.**
- **All arrangements for stay have to be organized through the Administration dept of Syntel. Stay organised by candidates will not be reimbursable.**
- **All benefits agreed with a candidate, even if within this policy, has to be documented in the interview/selection form.**
- **In the event that you are required by SYNTEL to relocate, SYNTEL may reimburse the cost (or a proportion) of such relocation (the "Relocation Expenses").**
- **In event if you are terminated within 12 months due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason, you agree to repay 100% of the Relocation expenses on termination of your employment.**