

# Employment Handbook

ACIS India

*December 16*



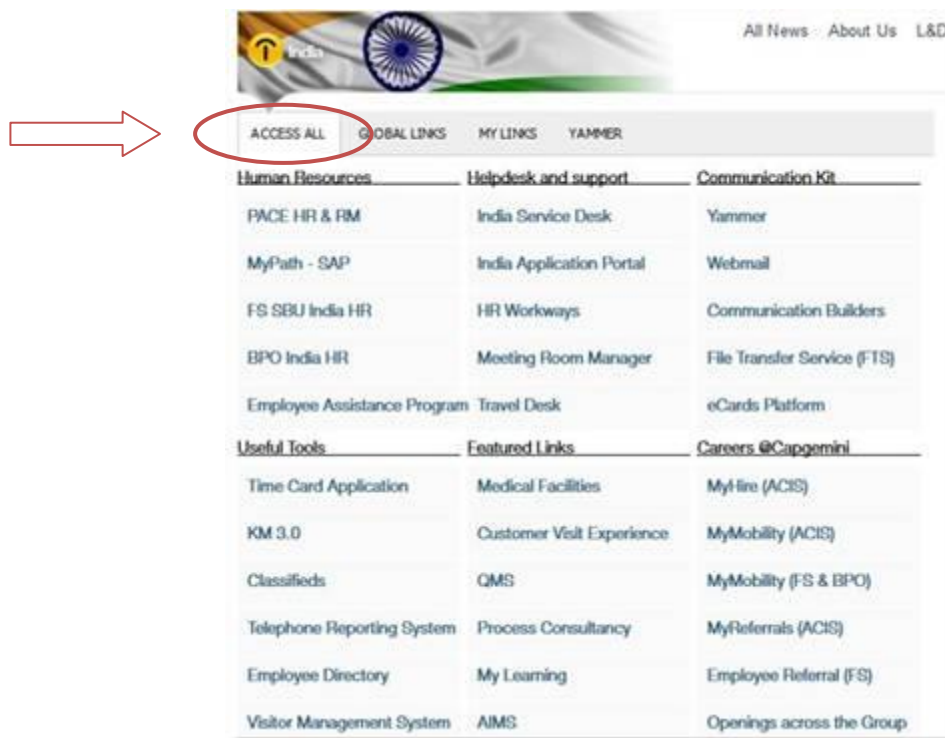
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## 1. SECTION I – Getting Started

Recently entering into Capgemini, you would have many questions about your career with Capgemini and the policies and processes covering the same. As the first source of answers to your question(s), we encourage you to visit the Capgemini Intranet: <http://talent.capgemini.com/in/>

Also, the Talent homepage is an easy to use option to access all the key systems and applications. Click on 'Access All' to view the list of systems and applications.



In this section you will find all essential information required for you to navigate efficiently within the organization.

### 1.1 Ready to work within the Capgemini environment

Group IT provides a comprehensive set of information technology services aimed at meeting the IT needs of employees. Group IT works collaboratively with users of the organization to facilitate their use of computing, voice and data technologies.

#### 1.1.1 Technology

Depending on the policy applicable, you would be granted the set of **productivity devices** relevant for your role.

Kindly connect with your manager to raise the request for desktop and laptop.

#### 1.1.2 Log-in & Security

**Getting user ID and Password:** Your existing user ID and password will be active and will continue as before. If you face any login issues, please call unified ITICS India service desk. (Extension no. 4004)

**Update your official information in the Corporate Directory.** You can also include your headshot photograph which will appear on screen every time you use 'Skype', our instant messaging and conferencing service

To access the Capgemini network via VPN, laptop users need to setup **Mobile Pass**. (Based on the approvals)  
To set up mobile pass by raising a ticket in India Service Desk portal. **Go to Talent > Access All > India Service Desk**

### 1.1.3 Communication

**Email:** Microsoft Outlook is the Capgemini email client. The mailbox size provided to an employee is determined as per the grade. You will need to manage your mailbox efficiently (and create archives in Outlook as needed to save older mail items). For any support related to Outlook, please raise a ticket on the India Service Desk portal.  
**Go to Talent > Access All > India Service Desk**

**SKYPE:** SKPE is the Capgemini version of Microsoft Office Communicator / Lync. We use this tool to communicate with our Capgemini colleagues or clients around the world.

**Live Meeting / Lync Meeting:** You can plan a Live Meeting / Lync Meeting via your Outlook calendar. In a meeting request, there will be an active link to a chat session for any support, please raise a ticket on the India Service Desk portal. **Go to Talent > Access All > India Service Desk**

**Transfer Large Files:** If you want to transfer large files, you can do so using the FTP site <https://fts.capgemini.com>

### 1.1.4 Business cards

To order your business card, visit business cards application here:

For more information, go to **Talent /About Us/Capgemini India/India Integration Harmonized Policies & FAQs/ICRES**

[http://talent.capgemini.com/in/pages/about\\_us/our\\_business/india\\_integration/harmonized\\_policies\\_faqs/icres/](http://talent.capgemini.com/in/pages/about_us/our_business/india_integration/harmonized_policies_faqs/icres/)

Please make reference to your official job title within Capgemini when entering your information.

After submitting, you will receive a Confirmation ID number and the GFM Team will process your Business Card request and will issue in 7 working days.

### 1.1.5 Talent

Talent (<http://talent.capgemini.com>) is Capgemini's global intranet site for corporate news and information.  
Talent India (<http://talent.capgemini.com/in>) is the intranet of Capgemini India.

#### How can I get IT support?

You have to log a ticket with online Service Desk Portal. Go To **Talent homepage > Access All > India Service Desk**

If you are unable to raise a ticket through Service Desk Portal, you can send an email to the Service Desk email  
ID : [iticsservicedesk.in@capgemini.com](mailto:iticsservicedesk.in@capgemini.com)

## 1.2 Getting to know my working conditions

### 1.2.1 Office hours

The Office hours continue in line with current Capgemini practices. Business Services to continue at 9 hours (8.5 hours working time) pan India and IT to continue at 9.5 hours (9.0 hours working time) pan India.

Location	Office Timings (CG)	Timings for Legacy IGATE Offices
Bangalore	9:00 a.m. to 6:30 p.m.	8:00 a.m. to 5:30 p.m.
Chennai	9:00 a.m. to 6:30 p.m.	8:00 a.m. to 5:30 p.m.
Gurgaon	8:30 a.m. to 6:00 p.m.	NA
Hyderabad	8:30 a.m. to 6:00 p.m.	8:00 a.m. to 5:30 p.m.
Kolkata	9.00 a.m. to 6.30 p.m	8:00 a.m. to 5:30 p.m.
Mumbai	9.00 a.m. to 6.30 p.m.	8:00 a.m. to 5:30 p.m.
Pune	8.00 a.m. to 5.30 p.m.	8:00 a.m. to 5:30 p.m.
Gandhinagar	NA	8:00 a.m. to 5:30 p.m.
Noida	NA	8:00 a.m. to 5:30 p.m.

Employees may be required to work to different client timings/ shifts / work week depending on their Project requirements.

You can refer to the detailed policy at [\\ntbomfs001\datapub\HR\Policies\General](#) (Please enter the path in Start->RUN)

### 1.2.2 Dress code

As a premier professional services company, our image, including the attire one wears, is of paramount importance. Employees should wear the attire that suits the professionalism work environment.

At any time, your attire should be appropriate for you to present yourself before clients / other external visitors. The dress code for all employees is “Business Casuals” from Monday to Thursday and “Smart Casuals” on Friday. If one needs to be present in office on Saturdays, Sundays or other Holidays, employees can follow “Smart Casuals” unless there is a specific event, where you need to follow a specific guideline.

Dress should be clean, neat, and conservative and have a professional appearance. Anything that is too loud, bright or sheer should be avoided.

Violation will be treated as a disciplinary issue

You can refer to the detailed policy at [\\ntbomfs001\datapub\HR\Policies\General](#) (Please enter the path in Start->RUN)

## 1.3 My facilities on daily work life

### 1.3.1 Bus transportation

Capgemini provides bus services for employees to commute to and from work. As a part of company's endeavor, we introduce new bus routes/revise routes and timings on a regular basis. For former IGATE employees, the existing IGATE process will continue if you want to opt in / opt out of the transport facility

To get more information on the bus routes and timing or to apply for a bus card:

[http://talent.capgemini.com/in/pages/supportfunctions/icres\\_and\\_procurement/icres/transportation\\_services/services\\_offered/bus\\_service\\_acis\\_and\\_fs/](http://talent.capgemini.com/in/pages/supportfunctions/icres_and_procurement/icres/transportation_services/services_offered/bus_service_acis_and_fs/)

For any query regarding transportation, please **email to [transportdesk.in@capgemini.com](mailto:transportdesk.in@capgemini.com)**

### 1.3.2 Canteen facilities

Capgemini provides canteen facilities in all offices, with provisions for breakfast, lunch and dinner on payment.

For more information, go to **Talent/About Us/Capgemini India/India Integration Harmonized Policies & FAQs/ICRES**. Current link below:

:[http://talent.capgemini.com/in/pages/supportfunctions/icres\\_and\\_procurement/icres/Workplace\\_Services/](http://talent.capgemini.com/in/pages/supportfunctions/icres_and_procurement/icres/Workplace_Services/)

### 1.3.3 Seat allocation

To know your seat allocation, please refer to **the below link**

For more information, go to **Talent/About Us/Capgemini India/India Integration Harmonized Policies & FAQs/ICRES**

Current link: [http://talent.capgemini.com/in/pages/supportfunctions/icres\\_and\\_procurement/](http://talent.capgemini.com/in/pages/supportfunctions/icres_and_procurement/)

## 2. SECTION II – My daily life on project

### 2.1 Performing key tasks on project

Applications overview: Cf. India Application Portal <http://talent.capgemini.com/in/>

#### 2.1.1 Timesheet entry & approval

Timesheets are a cornerstone of the Group management system and it is the manager's responsibility to ensure that every team member fills in detailed timesheets and related expenses at regular intervals (at least once a month, and as required by local policies).

You will have to provide a task code and enter for each day your workload on the task, in line with your work hours.

Your first step is to go to **India Application Portal > Finance > Timecard**:

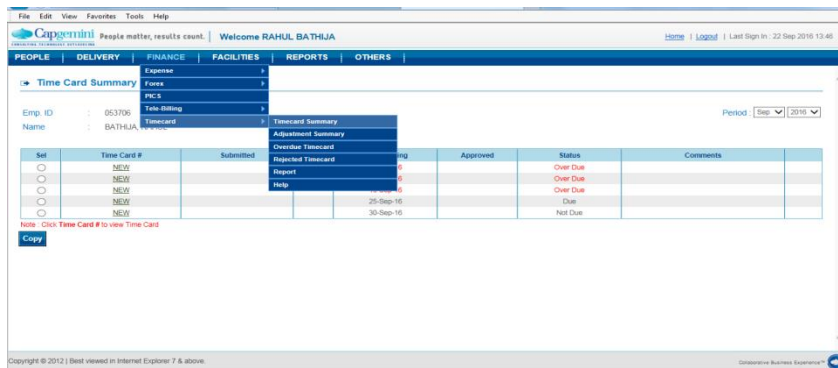
You will find more detailed information on how to enter your time in the help section of the application.

You can refer the following documents available there

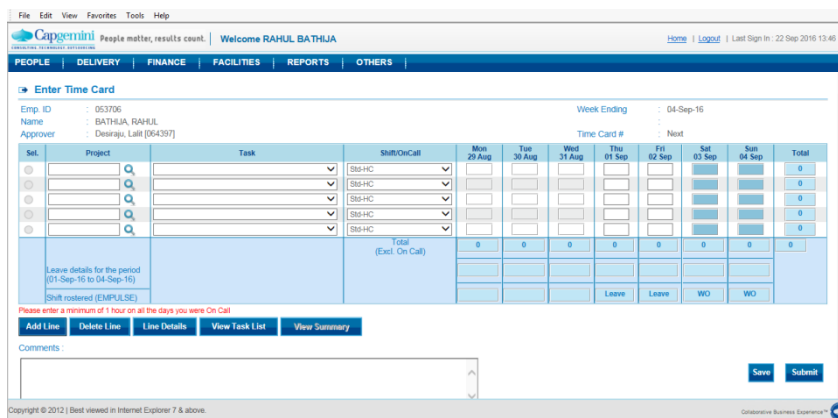
1. 6 Easy steps to Fill a Time Card
2. 3 Easy steps to Approve a Time Card

For any time entry /allocation related issues, please raise a ticket via the Service Desk portal: **India Service Desk > Finance> Timecard**

**Step 1:** Go to India Application Portal > Finance > Timecard > Timecard Summary



**Step 2:** Once you click on timecard summary, you will be able to see the pending timecards week by week. Click on 'New' to fill in the timecards for a particular week



**Step 2:** Enter the project code in the space provided under project. If you don't have the project code, check with the project manager. In case you are unable to use the project code check for the tagging process with your manager. After entering the project code, select the appropriate task and enter the time for each day. Click on Submit once you have added all details

### 2.1.2 Expense system

The expense system can be used by employees to get reimbursements for business travel expenditure incurred on behalf of the company.

To access the expense application, go to **India application portal > Finance > Expense**

The expense claimed should be in compliance with the Group Travel & Expense Policy. Link:  
[http://talent.capgemini.com/in/pages/supportfunctions/finance\\_hub/time\\_and\\_expense/](http://talent.capgemini.com/in/pages/supportfunctions/finance_hub/time_and_expense/)

You can find detailed information and training on the following page: **E-learning module (Sr. no. 1 - 6) and E-learning module (Sr. no. 12)**

For any expense application related issue, please raise a Problem/ Service request on **India helpdesk**  
(<https://servicedesk.in.capgemini.com>)

### 2.1.3 N2K project delivery

N2K is a web reporting tool that complements the GFS Financial System, for assessing the financial status of the engagements (i.e. forecasting, budgeting). It is the “master system” for the data named ‘Engagement’ and the official list of the ‘Engagements’ within Capgemini.

It allows Engagement Managers and Delivery Managers to have access to:

1. Project financial data (budget, revenue, actuals, forecast)
2. Timesheets, expenses and other costs
3. Invoicing and billing

N2K Delivery Dashboard allows detailed reporting at all level of Delivery Governance chain and Business data analysis.

If you are a manager responsible for engagement and/or delivery, you will find general presentations, reference documents, training material, etc. on N2K delivery here:

<http://talent.capgemini.com/global/pages/delivery/tools/n2kdelivery/>

## 2.2 Getting content on my project field, develop my competencies

### 2.2.1 MyLearning

It is the Group’s learning management system and the repository for all the learning available to our team members whether it is global or local curriculum. You could learn more about it at

<https://capgemini.sumtotalsystems.com/sumtotal/learner/home/index?FromLogin=1>

Included in my MyLearning, **The MyEssentials Curriculum** provides employees with the ‘must-know’ aspects about Capgemini.

It includes key information about the Group, methods, tools, processes and even English language trainings. It offers a wide range of reference documents, videos and e-learning on domains such as compliance, communication & collaboration, business competency, etc.

To get more information and get started with the ‘must know’ trainings, go to:

**[\\ntbomfs001\\datapub\\HR\\Policies\\Learning and Development](#) (Please enter the path in Start->RUN)**

### 2.2.2 Knowledge management

The KM 3.0 Global Community is designed to help you navigate for global content.

It is structured along industries or sectors, service lines or offerings, software or products, enabling functions, and certification communities.

A key asset of the Group is knowledge produced by its employees on project. It is essential to share valuable and non private content on the KM.



To get access to the KM, click here: <https://km3.capgemini.com/>

## 1. SECTION III – Understanding my pay package and related elements

A common set of policies has been put in place to ensure consistency and fairness for employees across all units.

### 3.1 Compensation & Payroll

#### 3.1.1 Compensation

Individual employee compensation packages have been determined based on the role, job market and individual skills and profile.

**Basic salary** is that part of salary used for calculating elements such as HRA, Provident Fund, Gratuity, etc., it is employee-specific.

**Variable Compensation** (or annual bonus) where applicable, is that portion of compensation the payout of which is dependent on the performance of the business and the individual.

Useful link on compensation policy: \\ntbomfs001\datapub\HR\Policies\Compensation & benefits (Please enter the path in Start->RUN)

Please use the below links for payroll e-learning's and FAQ's: <https://km3.capgemini.com/>

#### 3.1.2 Employee provident fund and gratuity

For all employees who join Capgemini, membership of **Provident Fund** is mandatory. Employees must fill in PF Transfer Form to transfer their Provident Fund accumulations from previous employers.

All Capgemini employees are covered under the **Group Gratuity Scheme**. Gratuity is a benefit payable to employees who have completed at least five years of continuous service, at the time of their leaving the organization.

Employees can also log a call on the Intranet by following this path: TALENT > Access All > India Service Desk  
For more information on Provident Fund and Gratuity Policy, please read Compensation & Benefits policy from the path below: \\ntbomfs001\datapub\HR\Policies\Compensation & benefits (Please enter the path in Start->RUN)

#### 3.1.3 Allowances & reimbursements

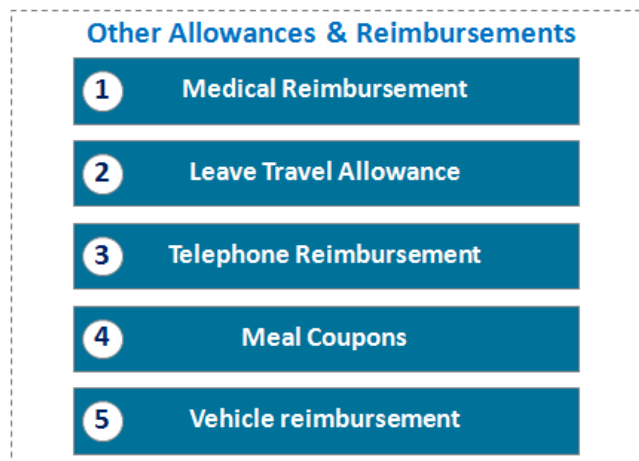
##### House rent allowance

It is granted by Capgemini to an employee to meet expenditure incurred on payment of rent in respect of residential accommodation occupied by employee at his/her place of posting in India.

Get more information on house rent allowance process accessing the path: **Talent/ Access All/Helpdesk and Support/HR Workways/ACIS-Proof\_Option\_and\_Guidelines\_Document**

## Other Allowances and Reimbursements (OAAR)

OAAR is a basket of these components which you can claim as reimbursement against expenses on these elements. These are tax beneficial



Claims have to be made on the **Excelity Global** portal and the claim form should be printed. All supporting bills / receipts have to be attached to the reimbursement claim form and uploaded on HR **Workways before 15th of the month.**

All non-taxable components (except Meal Coupons) would be paid through payroll, based on a claim by employee. Each of the 5 components available has grade wise maximum limits.

**The OAAR process for legacy IGATE employees will continue as before and the employees will be notified separately on the shift to the new process which has been stated above.**

**Employees need to declare their OAAR allotment on the Excelity Global portal within 15 days of joining: <https://ess.excelityglobal.com>. The declaration, once submitted cannot be modified for the calendar year.**

For details of each component, governing rules and process of claiming them, please refer to the OAAR policy & FAQs at: `\\ntbomfs001\datapub\HR\Policies\Compensation & benefits` (Please enter the path in Start->RUN)

For any payroll related assistance, you can e-mail to [info@excelityglobal.com](mailto:info@excelityglobal.com) it shall be answered within 48 hours.

### 3.1 Getting the allowances applicable to my situation

The harmonization across India of allowances has been performed, to ensure fair and equal treatments between employees

#### 3.1.1 Shift allowance

If your scheduled working hours are outside the standard office hours, you will be paid a shift allowance based on the number of hours outside standard working hours. All employees up to and including the level of Managers are covered under this policy

The applicable shift allowances, based on are as below (corresponding to the number of hours outside standard working hours)

- 0-2 hours: Nil
- 2-4 hours: INR 125
- 4-8 hours: INR 200
- 8 hours or more: INR 400

For more information, please refer to the detailed policy: \\ntbomfs001\datapub\HR\Policies\Compensation & benefits (Please enter the path in Start->RUN)

### 3.1.2 On-call allowances

If you are scheduled to be on-call, over and above your working hours or on holidays, you will be paid an On call allowance.

All employees up to and including the level of Managers are covered under this policy

**Two on-call amounts** are applying:

- On call on weekdays: INR 350 / day
- On call on weekends / holidays: INR 500 / day

The total amount for on-call should not exceed INR 250 / day.

For more information, please refer to the detailed policy\\ntbomfs001\datapub\HR\Policies\Compensation & benefits (Please enter the path in Start->RUN)

## 3.1 Understanding my entitlements

### 3.1.3 Leave policy

All Cap Gemini employees are entitled to take leaves under different heads as stated briefly below:

Type of Leave	Number of days
<b>Privilege Leave</b>	22 working days
<b>Maternity Leave (Female employees)</b>	184 days (Effective 1 <sup>st</sup> Jan, 2017)
<b>Paternity Leave (Male employees)</b>	5 working days
<b>Leave for Adoption</b>	60 calendar days if the child is below 1 year and 30 in case the child is above 1 year-Female employees
	5 working days- Male Employees
<b>Bereavement Leave</b>	5 Days-In case of immediate family member
<b>Relocation Leave</b>	5 Working days if relocating with Spouse and Children and 2 working days if relocating with Spouse or alone
<b>Leave without pay</b>	Case to case basis
<b>Special Leave</b>	Case to case basis
<b>Miscarriage Leave</b>	Maximum limit of 42 calendar days

<b>Unauthorized Absence</b>	Case to Case basis
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Some of the key details related to Privilege Leave are stated here

Privilege Leave	Leave Policy
Annual Entitlement	22
Carry forward	15
Accumulation up to	30
Cash out while in service	NA
Cash out at separation (max)	30
Salary for cashing out	Gross salary
Basis for per day cost	365

**Please note that cash out of Privilege Leave is strictly limited to a maximum of 30 days.**

**To avail leave**, you have to submit a request in PACE, which in turn is routed to the respective sanctioning authority for approval.

To be noted that leave taken in excess of available balance or without the prescribed approvals shall be treated as Leave without Pay

To avail leave please log into <http://talent.capgemini.com/in/> - Pace –Self Service- Leave Management

For more information on revised Leave Policy & FAQ's, please read policy document & FAQ's on the path [\\ntbomfs001\datapub\HR\Policies\General](#) (Please enter the path in Start->RUN)

**The new leave application system will be launched shortly and same will be communicated to employees.**

### 3.1.1 Absence management

In Capgemini, daily hours worked are tracked and absence (unless applied for as leave and approved by supervisor) will be adjusted against leave balance

If your absence is less than 4 hours, half day of leave applies, above 4 hours a full day of leave applies.

If you are working outside office, then you have to manually regularize your attendance, with due approval from your supervisor.

**The application will be launched shortly and the same will be communicated to employees.**

### 3.1.2 Capgemini Holiday list

To get the full list of holiday list by location, please use the link:

**Talent > Useful Links > Miscellaneous > Holiday List 2017.**

## 3. SECTION IV - Getting protection for myself and family

All Capgemini employees and their immediate family members (self, spouse & children up to the age of 25) are covered under the **Capgemini Group insurance**. Schemes

To get more information on Medclaim and perform requests (fill in/modify your details, get a Medclaim card, etc.), go to:

[http://enterpriseportal.in.capgemini.com:8080/psp/iep/EMPLOYEE/EMPL/s/WEBLIB\\_PTPP\\_SC.HOMEPAGE.FieldFormula.IScript\\_AppHP?pt\\_fname=CO\\_EMPLOYEE\\_SELF\\_SERVICE&FolderPath=PORTAL\\_ROOT\\_OBJECT.CO\\_EMPLOYEE\\_SELF\\_SERVICE&IsFolder=true](http://enterpriseportal.in.capgemini.com:8080/psp/iep/EMPLOYEE/EMPL/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=CO_EMPLOYEE_SELF_SERVICE&FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE&IsFolder=true)

**Path : PACE/Self Service/Benefits**

Most of your answer can be answered through the PACE portal

Contact Information for Medclaim: Sanojkumar Pal ([sanojkumar.pal@uhcpindia.com](mailto:sanojkumar.pal@uhcpindia.com))

Customer Service Line for General Queries – 1800 209 8884 (Toll free)

Capgemini Dedicated Landline: 022- 30657366 (chargeable)

### 3.1 Group Medical Policy Review

In the event of a hospitalization claim (more than 24 hr), the insurance company will pay the insured person all reasonable expenses incurred towards the treatment up to the sum insured limits and subject to the insurance policy guidelines. The policy period runs from Jan 1 to Dec 31.

Key information	
Policy Holder	Capgemini India Pvt. Ltd.
Insurance Company	United India Insurance Company Limited
Inception Date	1 <sup>st</sup> January, 2017
Expiry Date	31 <sup>st</sup> December, 2017
Sum Insured Limits	As per the policy renewal email
Geographical Limits	Within India
Mid-Term Enrollment	Only allowed for new born baby and newlywed spouse

To get more information on Medclaim and carry out necessary actions (fill in/modify your details, get a Medclaim card) go to:

<http://enterpriseportal.in.capgemini.com:8080/psp/iep/EMPLOYEE/EMPL/h/?tab=DEFAULT>

### 3.2 Group Personal Accident Policy

Group Personal Accident insurance is a policy which covers all Capgemini employees against the risk of death / injury during the policy period sustained due to an accident caused by violent, visible and external means. The policy period runs from Jan 1 to Dec 31.

You can find hereunder the key coverage points of your Personal accident policy:

Key Coverage Points	
Sum Insured	36 Times of Monthly Total Fixed Cost (TFC) subject to Max INR 50,000,000 /-
Accidental Death (AD)	Accidental Death is 36 times of Monthly TFC capped at INR 50,000,000 /-
Temporary Total Disability (TTD)	Not Exceeding 1% of Sum Insured
Emergency Medical Expenses	Up to INR 10,000 or as per actual, whichever is lower on submission of Doctors certificate and medical bills

More detailed information on policy terms are available here: <\\ntbomfs001\\datapub\\HR\\Policies\\Insurance related> (Please enter the path in Start->RUN)

### 3.3 Group Term Life Policy

This policy cover the benefits retained to provide financial assistance to beneficiary in an unfortunate event of death of employee under natural or accidental circumstances. The policy period runs from Jan 1 to Dec 31.

More detailed information on policy terms are available here: <\\ntbomfs001\\datapub\\HR\\Policies\\Insurance related> (Please enter the path in Start->RUN)

## 4. SECTION V – Managing my mobility

### 4.1 Travel and expenses policy

When travelling, you should follow the Capgemini Group Travel and expenses policy as it applies to all employees and sets out clear guidelines and procedures when incurring business travel expenditure on the company's behalf.

You can find all information on policy key points such as flight, hotels, car, train booking and reimbursements here:

[http://talent.capgemini.com/media\\_library/Medias/Common\\_images/Global\\_Travel\\_Policy\\_2016\\_Final\\_20160121.pdf](http://talent.capgemini.com/media_library/Medias/Common_images/Global_Travel_Policy_2016_Final_20160121.pdf)

For ACIS, find here the Travel & Reimbursement policy:

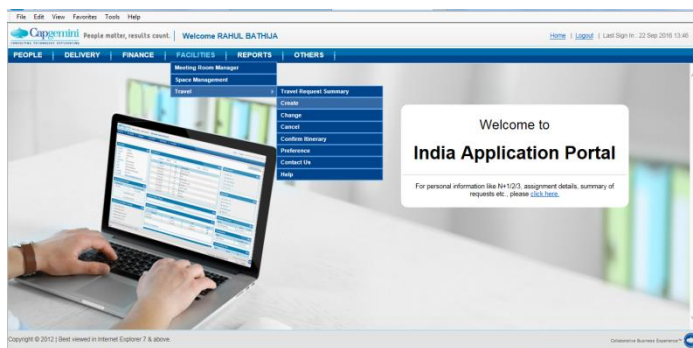
[http://talent.capgemini.com/media\\_library/Medias/Documents/Indian\\_Documents/T\\_E\\_Policy\\_ACIS\\_2016.pdf](http://talent.capgemini.com/media_library/Medias/Documents/Indian_Documents/T_E_Policy_ACIS_2016.pdf)

All ACIS Travel requests are facilitated by BCD Travels. Using the in-house travel company for your travel requirements comes with its set of benefits

All information and useful contact points are available on the Travel desk India page:

[http://talent.capgemini.com/in/pages/supportfunctions/travel\\_desk](http://talent.capgemini.com/in/pages/supportfunctions/travel_desk)

To raise a travel request, please go to India Application portal > Finance > Travel  
Step 1: Click on create



Step 2: Create your itinerary, enter the project code (consult your project manager for the project code) and click on submit

After you submit the request, it will flow to your N+1 for approval, post which the travel desk will get back to you with options. Once you confirm the travel tickets will be booked

## 4.2 Other allowances

### 4.2.1 Deputation allowance (Short term Relocation)

If you are an employee working on a project outside of your location on a project between 30 and 180 days, the following rules would apply to you.

Scope / areas	Deputation allowance
<b>Definition</b>	<ul style="list-style-type: none"> <li>30 -180 days</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>Employee Only</li> </ul>

<b>Mode of Travel</b>	▪ As per relocation policy(Link given below)
<b>Allowance / Per diem amount</b>	▪ INR 500 / day - to be paid through payroll
<b>Allowance / Per diem coverage</b>	▪ Commute and Daily living covered through per diem amount
<b>Accommodation</b>	▪ Company provided as per limits defined

For more information, please refer to the detailed policy: \\ntbomfs001\datapub\HR\Policies\Compensation & benefits (Please enter the path in Start->RUN)

#### 4.2.2 Relocation allowance (Long term Relocation)

All existing employees of Capgemini can claim reimbursement of expenses incurred during relocation (where the relocation is within India and is Company initiated).

If you are supposed to work on a project for more than 180 days, you can apply to a relocation allowance for yourself and your relatives (spouses and dependent children).

Scope / areas		Relocation policy		
Definition	▪ Above 180 days			
Travel	▪ Employee, spouse & dependent children			
Mode of Travel	▪ Distance < 350 kms: Road/Rail			
	▪ > 350 km: Air travel for all			
Leave	▪ Family with child: 5 working days			
	▪ Single or relocating with only spouse: 2 working days			
Settling Allowance	▪ 1 month base compensation			
Accommodation	▪ 7 days for a single person			
	▪ 10 days for family This is not part of relocation allowance			
Food Expenses	▪ Single INR 500 / day			
	▪ Married: INR 750 / day			
Relocation allowance	Level	Single	With family	Employees can claim eligible amount against component elements below
	Bucket 1 (Grades A&B)	30K	40K	Transportation, registration of vehicle, obtaining NOC
	Bucket 2(C,D)	50K	60K	Housing brokerage
	Bucket 3(E,F)	75K	100K	Lease breakage
				Non-refundable school donation
			Movement of household articles (packers & movers)	

For more information, please refer to the detailed policy: \\ntbomfs001\datapub\HR\Policies\Compensation & benefits (Please enter the path in Start->RUN)

#### Relocation for new joiners

If you are a new employee joining Capgemini, you can claim reimbursement of expenses incurred during relocation for locations within India as per the policy. Pl find the path below for the policy

\\ntbomfs001\datapub\HR\Policies\Recruitment related. (Please enter the path in Start->RUN)



### 4.3 Capgemini International Assignments

We are a global organization, with global clients, offering opportunities to work all over your country and abroad

The Capgemini mobility team is here to help you and address issues concerning visas, work permits.

Careers & Opportunities pages help to proactively find an assignment like the country job pages or the worldwide staffing tool: <http://talent.capgemini.com/global/pages/people/people/opportunities/>

Find more information on mobility at Capgemini on the International Assignment Services page on Talent: [http://talent.capgemini.com/global/pages/people/travel\\_mobility\\_and\\_safety/](http://talent.capgemini.com/global/pages/people/travel_mobility_and_safety/)

To access the mobility system and explore opportunities please go the **talent home page > Access All > MyMobility (ACIS)**

#### Quick Links and Contacts Summary

**ITICS:** [http://talent.capgemini.com/in/pages/supportfunctions/itics\\_apps/](http://talent.capgemini.com/in/pages/supportfunctions/itics_apps/)

**HR:** [http://talent.capgemini.com/in/pages/supportfunctions/human\\_resources/](http://talent.capgemini.com/in/pages/supportfunctions/human_resources/)

**Finance:** [http://talent.capgemini.com/in/pages/supportfunctions/finance\\_hub/](http://talent.capgemini.com/in/pages/supportfunctions/finance_hub/)

