Dear Alam,

You will be eligible to claim the relocation expenses only if the clause is mentioned in your offer letter.

Please submit the original bills along with the relocation form & first two pages and Relocation Clause mentioned in the offer letter page.

**Please note: you have claim all the relocation expense in One go only.**

Documents required: (New-joinee relocation only)

Travel: Original Tickets & boarding pass

Hotel: Original Bills

Brokerage: Original Brokerage receipt (with broker’s seal & revenue stamp) & registered house agreement copy

Vehicle registration/transportation: Original bills

School Donation: Original Bills

Transportation:

Packing and moving (P&M) of personal goods and effects arranged through any Vendor subject to the submission of the following:-

a.     Original payment receipt on the vendor’s letter head/bill mentioning the vendor’s PAN No and Service Tax No. This should be duly attested by vendor.

b.     Original list of items transported and signed by the candidate and acknowledged by the vendor. This should also mention the starting location and destination

c.     Original Insurance premium receipt (if claimed)

d.     Original Octroi receipts across locations

e.     Original Good Receipt Note /Delivery Challan on the Vendor Letter head – countersigned by the candidate.

You need to claim the expenses within 2 months; 05th is the cut-off date every month.

**Please stick the bills on a A4 size sheet & submit the claims**

You can send the documents to **Janardhana Rao**

**Janardhana Rao**

**#158-162 (P) & 165 (P) -170 (P),**

**EPIP Phase II, Whitefield**

**Bangalore | Karnataka | 560066 | India**

**08041043394**

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**Swetlana Khadanga**

**Associate – HRSS**

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