

Secondment and Transfer policy

Employees will be reimbursed /provided with the benefits described under 'TRANSFER CASES' to enable them to transit smoothly from their current location to the new place of posting. In addition, the following provisions shall be applicable:

- **Relocation Allowance:** A one-time Relocation Allowance equivalent to One Month's Basic Salary will be payable.
- **Disturbance Allowance for Children's Education:** A One-time lump-sum payment will be made to assist the employee to defray expenditure incurred on account of new school/college admission, uniforms, books, and other related expenses, as per details given below:
 - i. For School admission - Rs. 7,500 per child
 - ii. For College admission - Rs. 10,000 per child
- In locations where the Company runs/supports a school (where admission is assured), 50% of the allowance indicated above for school admission will be payable.
- **Joining Time on Transfer:** To enable the employee on transfer to settle down in the new place of posting, the employee will be entitled to avail a maximum of 5 working days, in addition to the travel time.

1) Joining expenses for Secondment

New recruits will be provided with the following benefits to enable them to transit smoothly from their current location to the place of posting in ESL:

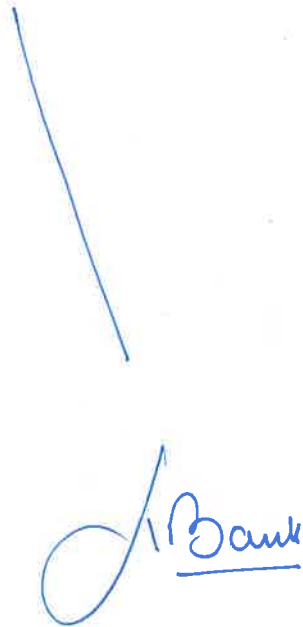
Grade Band	Transportation of Household Goods (maximum)	Transit Accommodation (Stay as per DTR)
Below M7	Maximum 1 LCV Truck Load	Maximum 7 days
M5 to M7	Maximum 1 HCV Truck Load	Maximum 10 days
M4 & above	Maximum 1 HCV Truck, Load +transportation for car	Maximum 15 days




Notes:

- **Travel:** Travel will be as per eligibility under the Company's Domestic Travel Rules (DTR) and shall be applicable to the Family. Family shall refer to self, spouse, dependent children, and dependent parents.
- **Transportation of Household Goods:** Charges for transportation of Household Goods shall be reimbursed on verification of prevailing standard rates.
- **Expenses for Packing:** The Expenses for Packing / Unpacking / Loading and Unloading will be reimbursed at actual, on submission of original bills.
- **Transit Insurance:** In addition to the above, actual expenses incurred for transit insurance of household goods will be reimbursed.
- **Housing Rental Deposit:** In cases where an employee transferred / seconded to A & B class cities, intends to take a house on rent, the Company shall grant an Interest-free advance equivalent to a maximum of 6 months' HRA, recoverable in 20 equal monthly installments. In case, the employee leaves service during the recovery period, interest at 12 % shall be levied on the balance amount and recovered.





W

www.electrosteelsteels.com

T

+08651-102477

Registered Office: Siyaljori, P.O. Jogidih, O.P. Bangaria, P.S. Chandankyari,
Bokaro, Pin - 828303 Jharkhand, India
CIN: U27310JH2006PLC012663

Corporate Office: Lohanchal Colony, Plot No. 10, Beside Sector 12, Bokaro
Steel City -827012 Jharkhand, India