

14 TRANSFERS

14.1 Services of all the employees are liable to be transferred to any Department/Division of the Company/Associated Companies or assigned anywhere in India at the discretion of the Management.

14.2 Employees transferred to a new location will be subject to the practices, working hours, holidays of that location/unit.

14.3 JOINING TIME

In addition to the actual time spent in the joining, a joining time of two days at the station of departure and three days at the reporting station is allowed. This period will be treated as special leave.

14.4 TRAVEL REIMBURSEMENT

The transferred employee and his/her family will be entitled to the following travel reimbursements for moving to the new location, against submission of ticket counterfoils.

Train/ Air fare reimbursement as under.

14.4.1 FAMILY: Spouse, Dependent Children and Dependent Parents staying permanently with the employee.

14.4.2 ENTITLEMENT (Reimbursement of a maximum up to):

Jr. Exe. to AGM: 2nd Class A/c sleeper train fare for the employee and his/her family

DGM to Dy. VP: Air fare (Economy) or 2nd A/c Sleeper for the employee. 2nd A/c sleeper train fare for his/her family.

VP to President / CEO / COO: Air Fare (Economy) for the employee and his/her family.

Local Conveyance from House to Airport/Railway Station and Airport/Railway Station to House for the purpose of the journey will be reimbursed on actual.

To take care of food and miscellaneous expenses like tips, portage etc. during the journey, the employee and his/her family will be entitled to a per day flat rate of Rs. 150/- per adult. Even for part of a twenty four hour journey day, the same flat rate will be paid. For children below 12 years, the flat rate applicable will be Rs. 75/- per day per child.

14.5 TRANSPORTING HOUSEHOLD ARTICLES- Loading, Freight, Packing, Unloading, unpacking and other direct charges.**14.5.1** Cost of transfer of personal and household effects, packing/crating charges

- a. Manager and Above - Actuals on the basis of estimate being approved in advance by the management.
- b. Below Manager Level - Actuals or upto a maximum of six months' basic salary, whichever is less.

14.5.2 Reimbursement of Transit Insurance and Octroi: at Actual.**14.6 RESETTLEMENT ALLOWANCE:**

To take care of incidental expenses on relocation to a new place, the employee will be entitled to one month's Basic salary + Fixed DA only as a onetime resettlement allowance. This allowance can be claimed by the employee as salary advance from the old location, before he shifts to the new location. This allowance, once regularized by HR and Payroll Processing at the current location, will be treated as income and will therefore be fully taxable. This Basic Salary + Fixed DA applicable will be the last salary drawn at the old location.

14.7 Halting Allowance Expenses.

Where an employee cannot move into a house, immediately on reaching the new location, for reasons beyond his control, he and his family would be entitled to stay in a hotel for a maximum of up to 5 days.

An employee who is required to surrender his residence at the old location will be permitted to avail halting expenses for stay in a hotel at the old location provided the number of days of stay at old and new locations together does not exceed the limit of 5 (five) days laid down in the policy. The entitlement for boarding and lodging for the employee and his family during this period will be as per Inland Travel rules as applicable to the employee.

For extra boarding expenses of family members, boarding limits wherever applicable will be enhanced by Rs.200/- per family member/ day. In case of children below the age of 12, the employee will not be eligible to take an extra room for lodging. For dependent parents or dependent children above 12 years, lodging expenses for one more room will be allowed.

The employee must submit bills for the actual expenses on lodging, food and other miscellaneous items, in order to claim the above reimbursement.

No expenses will be reimbursed beyond the maximum allowable stay of 5 days.

If accommodation is available in the Company guest houses/ transit houses in the new location, lodging will not be permitted in a hotel.

However, for food and miscellaneous expenses, amounts up to the limits of Rs.200/- per day per head will be paid against actual bills, if no such facilities for food are provided from Company's Canteen/Guest House. Halting allowance is paid only to take care of major essential expenses of the employee and as such, expenses on toiletries, chocolates, liquor etc., will not be entertained for reimbursement.

The Management has the right to disallow any reimbursements that it may consider unreasonable. The Management has the right to amend /alter the Transfer Policy at any given time

14.8 Head of HR & Admin will issue a transfer order in all transfers.

14.9 In all transfers, it is the endeavor of the Company that the employees do not stand to lose his/her gross emoluments.