
	Quality System Procedure ISO 9001-2008 - CSM Technologies	Document #: CSM/QSP/31	Rev.: 1.0 Page #: 1 of 8
	Employee Relocation Policy		

REVISION HISTORY			
REV	Description of Change	Author	Effective Date
1.0	Employee Relocation Policy	Manasi Das	20-Apr-11
1.1	Revising of City Allowances	Manasi Das	16-May-16

REFERENCE DOCUMENTS	
Document Number	Document Title

	Quality System Procedure ISO 9001-2008 - CSM Technologies	Document #: CSM/QSP/31	Rev.: 1.0 Page #: 2 of 8
	Employee Relocation Policy		

1. POLICY STATEMENT:

At CSM, the employment is subject to transferability or deputation based on the exigency/requirement. However, the management is committed to minimize the discomfort to the employee transferred/deputed. The management ensures that the necessary care is taken for smooth transfer or deputation of the employee.

Relocation can be treated as Transfer or Deputation based on the duration of stay.

- **Transfer: Duration more than 1(quarter).**
- **Deputation: Duration less than or within 1(quarter).**

1.1 RELOCATION CAN BE CARRIED OUT UNDER THE FOLLOWING CIRCUMSTANCES:


- 1) To meet the needs of the organization
- 2) For smooth functioning in the delivery of a project
- 3) On requirement of additional help by the SBU head
- 4) To utilize the employees services optimally by placing him / her where his / her services are best utilized
- 5) As a career development tool to increase the versatility of the person and avoid stagnancy
- 6) For a new employee.

1.2 SCOPE:

The scope of the policy covers all the employees at CSM including those who are on-Probation, Contract and at Client site.

2. GUIDELINES FOR RELOCATION:

1. As per the terms and conditions of employment, all employees are subject to **transfers** to other Project/Location depending on the requirement either on permanent basis or for a temporary period.
2. The employees may also be sent to other Project/Location on **deputation** for a certain specific period and in order to complete a specific project /activity.
3. At the time of relocation the person shall follow the transfer guidelines as stated in the statement.

	Quality System Procedure ISO 9001-2008 - CSM Technologies	Document #: CSM/QSP/31	Rev.: 1.0 Page #: 3 of 8
	Employee Relocation Policy		

4. In case the relocation is from one location to another necessitating travel and change / shifting from one residence to another with households effects, a maximum period of 3 working days transit leave shall be allowed for such relocations.
5. If the relocation is within the city from one project to another, no joining time shall be permissible. In such relocations the employee shall report to the new place of posting on the next working day.
6. Due to exigencies of work the management or Dept Head shall have the right to reduce the joining time and may ask the concerned employee to join the place of posting at the earliest through the shortest possible route.
7. In case the employee fails to report by due date, he/she will be treated as absent and action as per rules will be taken.


2.1 PROCEDURE FOR RELOCATION (TRANSFERABILITY /DEPUTATION):

1. The entire relocations request has to come from the Department Head. Consent of CEO is a must for final approval.
2. Relocation request can also be initiated under self-request by the employee. However the request shall be routed through RA to the Dept Head and HR. Consent of CEO is a must for final approval. In such cases, relocation benefits are not applicable.
3. Approved relocation order shall be sent to HR dept including all concerned for further processing.
4. The letter of transfer/deputation shall be issued by the HRD. In case any issue/constraint to transfer/relocate, employee shall discuss with the respective RA & HRD.

3. RELOCATION BENEFITS:

3.1 TRANSPORTATION EXPENSES DURING RELOCATION:

- 1) In case the relocation is for a longer term (Transfer), the company will bear only the employee's expense of travelling to the new location, as per the travel policy guidelines in force.
- 2) **Extra charges towards luggage-** If the relocation is a one-time affair then the company will have to also take care of the packing and forwarding charges of the luggage of the employee up to a limit of Rs. 5000/- to be reimbursed on bill submission. The bill needs to be approved prior to sanction by the Administration Department by physical verification.

	Quality System Procedure ISO 9001-2008 - CSM Technologies	Document #: CSM/QSP/31	Rev.: 1.0 Page #: 4 of 8
	Employee Relocation Policy		


- 3) The employee shall not be eligible for any travel allowance/dearness allowance for shifting his/her family.
- 4) **Vehicle Transfer & Re-Registration-** of the employee may be reimbursed on actual, subject to one vehicle only.
- 5) For all purposes that are not official, wherein the employee needs to travel to the original location of posting, no travel expenses would be borne by the company. Such travels would be considered leave periods, ruled by the prevalent leave policy

3.2 ACCOMMODATION DURING RELOCATION:

- 1) The company will be liable to pay a City Allowance (CA), incremented to his/her monthly salary as per the Appendix A. This CA should take care of all extra expenses in the city.
- 2) The company will pay Hotel expenses (as applicable in Tour Policy) for a period of maximum 7 days to search for an accommodation. For any date extensions, no extra amount would be paid. If prior accommodation facility is arranged or available with the employee, then he/she will be eligible to the CA from the date of joining the relocated office.
- 3) If the company is providing/paying for food and accommodation facility to the employees, then only 50% of City Allowance would be eligible.
- 4) The City Classification is given in Appendix C.
- 5) **Security Deposit for transferred employee-** This allowance would be entitled to all employee in the Grade M5 & above. In order to take care of the Security deposit payable to the landlord to avail an accommodation in transferred location, employees would be provided with an advance, as applicable to the cities.
 - a. For all relocations to employees below Grade M8, this deposit would be treated as an interest-free advance to be adjusted, when the concerned employee gets it refunded from the landlord and submits back to the company, while vacating the premises for any reason whatsoever
 - b. In case of employee failing to get the security deposit refunded from the landlord & submit back to the company, the advance provided to him/her would stand recoverable from him/her

3.3 OTHER ALLOWANCES & THEIR GUIDELINES DURING RELOCATION:

- 1) Dearness Allowance (DA) is not applicable to employees in relocation.

	Quality System Procedure ISO 9001-2008 - CSM Technologies	Document #: CSM/QSP/31	Rev.: 1.0 Page #: 5 of 8
	Employee Relocation Policy		

- 6) Local travel Allowance (LTA) would be reimbursed monthly as per actual, after being approved by the respective Higher Authority. The LTA includes expenses during client visits from the Office and does not include travel expenses to-fro residence to office. The LTA should have bills for reimbursement. The LTA can only be settled if it is applied through Local Visits in Kwantify.
- 7) If company provides vehicle for local transport, then LTA is forfeited. Fuel reimbursement would be done as per actual only on bill submission and approval of the Higher Authority.
- 8) Chauffeur Allowance is not applicable to the Manager's grade. The employees in the Executive grades can only avail Ch. A as per actual. It can be awarded to few individuals on case-to-case basis.
- 9) No other Allowances or expenses will be borne by the company until and unless explicitly stated.
- 10) Extraordinary expenses which include Client entertainment and Business Promotion requires prior approval from Higher Authority. These are special allowances and restricted in the purview of the Transfer Policy.

4. PROCESS OF SETTLEMENT:


- 1) After the transfer/deputation the employee is required to submit the claim under each head to accounts department for settlement. It should be done monthly, if the relocation is more than 1 month period. All claims should be applied only in Kwantify to get sanctioned.
- 2) The decision of the Accounts Department is final. However, the Higher Authority can vouch with the Accounts Department for the authenticity of the claims and the bills attached.

5. CONDITIONS RELATING TO THE PAYMENT OF ALLOWANCES

- 1) In case the employee resigns within a period of one year from the date of Transfer/ Deputation, the entire amount of Relocation expenses reimbursed/paid to him/her under different heads will be recovered as part of the final settlement.
- 2) Repayment will also be required if the member of staff is dismissed through reason of compulsory redundancy or ill health.

6. SPECIAL NOTE


Any exception to the above shall be reviewed on a case-to-case basis and will have to be sanctioned by the HR Head.

	Quality System Procedure ISO 9001-2008 - CSM Technologies	Document #: CSM/QSP/31	Rev.: 1.0 Page #: 6 of 8
	Employee Relocation Policy		

7. APPENDIX A

7.1 CITY RELOCATION ALLOWANCE PAYABLE (INR):

Standard City Category	NEW City Allowances (INR)			
	Junior (M1-M4)	Middle (M5-M7)	Seniors (M8-M10)	Executives (E Grades)
X Category – Metro Cities/Big Cities (Mumbai, Delhi, Pune, Bangalore, Hyderabad, Chennai, Kolkata, Ahmedabad, Goa, Jaipur)	5000	6500	8000	10000
Y Category - Mid level Cities (Patna, Chandigarh, Guwahati, Gurgaon, Noida, Lucknow, Raipur, Jamshedpur, Dhanbad, Ranchi, Bhubaneswar, Cuttack, Rourkela, Faridabad, Bokaro Steel City, Durg-Bhilai Nagar, Asansol, Siliguri, Durgapur, Srinagar, Jammu, Shillong, Pondicherry, Amritsar, Jalandhar, Ludhina, Vijayawada, Warangal, Visakhapatnam, Guntur, Nellore, Rajkot, Jamnagar, Bhavnagar, Vadodara, Surat, Bikaner, Jodhpur, Kota, Ajmer, Gwalior, Indore, Bhopal, Jabalpur, Ujjain, Amravati, Nagpur, Aurangabad, Nashik, Bhiwandi, Solapur, Kolhapur, Vasai-Virar City, Malegaon, Nanded-Waghala, Sangli, Moradabad, Meerut, Ghaziabad, Aligarh, Agra, Bareilly, Kanpur, Allahabad, Gorakhpur, Varanasi, Saharanpur, Firozabad, Jhansi, Dehradun, Belgaum, Hubli-Dharwad, Mangalore, Mysore, Gulbarga, Kozhikode, Kochi, Thiruvananthapuram, Thrissur, Malappuram, Kannur, Kollam, Salem, Tiruppur, Coimbatore, Tiruchirappalli, Madurai, Erode)	3500	4500	5500	7000
Z Category (Rest all locations which are not mentioned under "X" and "Y" category)	2500	3500	4500	6000

	Quality System Procedure ISO 9001-2008 - CSM Technologies	Document #: CSM/QSP/31	Rev.: 1.0 Page #: 7 of 8
	Employee Relocation Policy		

8. APPENDIX B

8.1 ACCOMMODATION PER MONTH (INR):

Grade	X Category	Y Category	Z Category
Junior (M1-M4)	6000	5000	4000
Middle (M5-M7)	9000	8000	6000
Seniors (M8-M10)	15000	13000	11000
Executives (E Grades)	17000	15000	14000

9. APPENDIX C

9.1 CITY CLASSIFICATION:

X Category – Metro Cities/Big Cities


(Mumbai, Delhi, Pune, Bangalore, Hyderabad, Chennai, Kolkata, Ahmedabad, Goa, Jaipur)

Y Category - Mid level Cities

(Patna, Chandigarh, Guwahati, Gurgaon, Noida, Lucknow, Raipur, Jamshedpur, Dhanbad, Ranchi, Bhubaneswar, Cuttack, Rourkela, Faridabad, Bokaro Steel City, Durg-Bhilai Nagar, Asansol, Siliguri, Durgapur, Srinagar, Jammu, Shillong, Pondicherry, Amritsar, Jalandhar, Ludhina, Vijayawada, Warangal, Visakhapatnam, Guntur, Nellore, Rajkot, Jamnagar, Bhavnagar, Vadodara, Surat, Bikaner, Jodhpur, Kota, Ajmer, Gwalior, Indore, Bhopal, Jabalpur, Ujjain, Amravati, Nagpur, Aurangabad, Nashik, Bhiwandi, Solapur, Kolhapur, Vasai-Virar City, Malegaon, Nanded-Waghala, Sangli, Moradabad, Meerut, Ghaziabad, Aligarh, Agra, Bareilly, Kanpur, Allahabad, Gorakhpur, Varanasi, Saharanpur, Firozabad, Jhansi, Dehradun, Belgaum, Hubli-Dharwad, Mangalore, Mysore, Gulbarga, Kozhikode, Kochi, Thiruvananthapuram, Thrissur, Malappuram, Kannur, Kollam, Salem, Tiruppur, Coimbatore, Tiruchirappalli, Madurai, Erode)

Z Category

(Rest all locations which are not mentioned under “X” and “Y” category)

	Quality System Procedure ISO 9001-2008 - CSM Technologies	Document #: CSM/QSP/31	Rev.: 1.0 Page #: 8 of 8
	Employee Relocation Policy		