



ANNEXURE III RELOCATION POLICY: NEW JOINERS

YASH TECHNOLOGIES PVT LTD



YASH Technologies Pvt. Ltd.

Americas | EU | Asia | Australia

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1.0 PURPOSE

- This policy outlines the guidelines aimed to effectively govern & aid an employee's relocation i.e. permanent movement from one location to another within India on business need of the Company (YASH Technologies Pvt. Ltd).
- Details the procedures with respect to reimbursement of expenses incurred by an employee and their family to travel and transport their personal effects for joining YASH or in case of transfer from current base location to any location in India.
- Facilitate & provide reasonable support to an employee to relocate from one location to another & settle down in the new location with their family with optimum ease.

2.0 SCOPE

This policy applies to all permanent employees of YASH (YTPL) and covers the movement of new joiners to the offered base location/permanent work location.

Intra-city movements undertaken by a new joiner at any time is outside the scope of this policy.

Existing employees of YASH can refer to the Relocation Policy for applicable guidelines and entitlements as this annexure is the extract of the same policy.

3.0 OVERVIEW

3.1 Relocation: Relocation is defined as permanent change in the city (location) of an employee (existing/new joiner) within India for business reason. *Important points to be noted:*

- New Joiners may need to relocate from their current city to the offered base location city or permanent work location city when they join YASH.
- Any of the benefits/services mentioned in this policy will not be substituted with cash.
- Where an employee (new Joiner) and his/her spouse are both employees with the company and both are relocating to the same location, they can't combine their eligibility amount to come up with total eligibility. However, the eligibility for upper grade shall be applicable.

3.2 Base location is employee's permanent work location at YASH office as defined in offer/appointment letter unless changed through transfer process.

3.3 Place of posting is employee's current work location. It can be same as base location or different in case employee is placed at another city (YASH Office location or Client's place) than base location, for temporary duration related to execution of business task.

3.4 Reporting Location: is location where a new joiner is asked to join at any of the YASH offices other than base location for a temporary duration on business need like training, knowledge transfer & business orientation etc. for limited defined duration.

3.5 Permanent work location: In case for business reasons, an employee is required to work for permanent duration at a location within India where YASH DC is not there, the location would be recorded as permanent work location and a YASH office location would be assigned as base location for the employee.

3.6 Employee Type is bifurcated into two types as Permanent & Contract.

3.7 Employee Category for employee type Permanent is defined as Training, probation, and training cum probation. Similarly for employee category contract it includes employees on contract with YASH either directly on YASH payroll or via third party.

3.8 Family: Family for the purpose of this policy includes immediate family members i.e. spouse and two dependent children only.

4.0 GUIDELINES FOR NEW JOINERS

- 1) Relocation expenses for a new joiner will be applicable from the ***“Location of most recent employment” to “Offered Base Location”***, within India.
- 2) In the event that the employee has left the previous job and not any more residing at the city of last working then reimbursement will be considered from the city of current residence to offered base location of YASH, in India.
- 3) When reporting location of a new joiner is different from the offered base location may be due to training, knowledge transfer, and business orientation etc., for a limited defined period which should not exceed one month, employees will be entitled for following:
 - One way Travel reimbursement for employee will be considered from the location of most recent employment or place of residence, as applicable, to reporting location. Further travel of employee from reporting location to base location shall be managed by YASH Travel Desk as per domestic travel policy.
 - One way Travel reimbursement for employee’s family & transportation of personal goods will be considered from the location of most recent employment or place of residence as applicable to offered base location only.
- 4) When work location is different from the offered base location for permanent duration as defined in offer letter, eligibility of an employee will be from the location of most recent employment or place of residence, as applicable, to permanent work location.
- 5) Employee may manage the expenses by self (except accommodation) as per entitlements & eligibility and claim the reimbursement as per the defined timeline.
- 6) The claim for reimbursement of travel tickets for self & other entitlements except transportation of personal household goods and travel of family should be submitted by the employee within one month from the date of joining. Claim for transportation of personal household goods and travel of family needs to be completed and submitted within 3 months of the date of joining at base location or permanent work location as applicable.
- 7) The entitlements for new joiners shall cover below:

PARTICULARS	ENTITLEMENT (ALL GRADES)																				
Travel arrangements	<p>➤ Travel up-to one way for self & family.</p> <table border="1"> <thead> <tr> <th>Employee Type or Employee Grade</th><th>Eligibility</th></tr> </thead> <tbody> <tr> <td>M1 & Above</td><td>Lower of actual or Air (Economy Class)/ 1st AC Train fare/Bus fare</td></tr> <tr> <td>E4 - E6</td><td>Lower of actual or Air (Economy Class)/ 2nd AC Train fare/ Bus fare</td></tr> <tr> <td>Contract/E2 - E3*</td><td>Lower of actual or 2nd AC Train fare/ Bus fare</td></tr> <tr> <td>AT - E1</td><td>Lower of actual or 3rd AC Train fare / Bus fare</td></tr> </tbody> </table> <p>➤ In case of railway booking in tatkal quota, ticket cost shall include tatkal charges as applicable by railway and agent fee (if any) subject to supporting receipt by agent per below mentioned rates. Agent fee over and above the defined limit is not reimbursable.</p> <table border="1"> <thead> <tr> <th>Class</th><th>Rate</th></tr> </thead> <tbody> <tr> <td>Sleeper</td><td>Lower of actual or ₹ 100/-</td></tr> <tr> <td>3rd A.C</td><td>Lower of actual or ₹ 200/-</td></tr> <tr> <td>2nd A.C</td><td>Lower of actual or ₹ 300/-</td></tr> <tr> <td>1st A.C</td><td>Not Applicable</td></tr> </tbody> </table>	Employee Type or Employee Grade	Eligibility	M1 & Above	Lower of actual or Air (Economy Class)/ 1 st AC Train fare/Bus fare	E4 - E6	Lower of actual or Air (Economy Class)/ 2 nd AC Train fare/ Bus fare	Contract/E2 - E3*	Lower of actual or 2 nd AC Train fare/ Bus fare	AT - E1	Lower of actual or 3 rd AC Train fare / Bus fare	Class	Rate	Sleeper	Lower of actual or ₹ 100/-	3 rd A.C	Lower of actual or ₹ 200/-	2 nd A.C	Lower of actual or ₹ 300/-	1 st A.C	Not Applicable
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Food & personal incidentals	<p>➤ Not Applicable (NA) in case an employee is joining at base location or permanent work location.</p> <p>➤ Applicable as defined in domestic travel policy in case reporting location is different from base location on business need.</p>																				
Local conveyance	<table border="1"> <thead> <tr> <th>From</th><th>To</th></tr> </thead> <tbody> <tr> <td>Location of current residence, as applicable</td><td>Place of boarding</td></tr> <tr> <td>Place of landing/arriving at the destination location</td><td>Company arranged accommodation at place of landing</td></tr> </tbody> </table> <p>➤ Place of boarding or landing would be considered as per mode of travel applicable.</p> <p>➤ This expense will not be applicable for local candidates coming for joining from same offer base location/reporting location as applicable for joining.</p>	From	To	Location of current residence, as applicable	Place of boarding	Place of landing/arriving at the destination location	Company arranged accommodation at place of landing														
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	<ul style="list-style-type: none">➤ Local commutation reimbursement from Company arranged accommodation (Guest House/Hotel/Service Apartment) to Office and back is not applicable if joining is at base location. In case reporting location is different from base location on business need than it is applicable as per domestic travel policy.➤ Employees should use prepaid taxi, train, or any other mode of travel where bills are available for local commutation so that bills can be produced at the time of submitting the claim for reimbursement. Reimbursement of expenses incurred shall be made at actual on producing the original bills.➤ In the scenario where pre-paid taxi is not available & employee has to travel by auto or yellow taxi where bills are not provided then reimbursement will be made as per below rate & has to be claimed as per claim reimbursement process. Employee has to mention the name of the location of travel (to & from) & total kilometers travelled clearly in annexure II for such reimbursement. <table><tr><td>Eligibility</td></tr><tr><td>₹15/- per km.</td></tr></table>	Eligibility	₹15/- per km.
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Lodging/accommodation	<ul style="list-style-type: none">➤ 14 days bachelor’s guest house accommodation at base location or permanent work location from the date of occupancy, if available. In case new joiner specifically seeks Hotel accommodation on own discretion then it’ll be arranged for 7 days bachelor’s accommodation from the date of occupancy.➤ In case reporting location is different from base location due to business reason, then stay at reporting location is arranged by company till the time of such duration. When an employee moves back to base location from reporting location, arrangement will be as per aforesaid point. However, in case reporting location is different from base location on personal request than accommodation facility will only be provided at the base location.➤ Lodging arrangement is subject to specific request, prior intimation and availability.		
Transportation of personal goods	<ul style="list-style-type: none">➤ Applicable from E1 & above grade as per <i>section 5.0</i> of this policy.		

5.0 TRANSPORTATION OF PERSONAL GOODS

Transportation of goods includes the packing and unpacking, loading and unloading, transportation and insurance of the personal household goods including personal vehicle. YASH shall not be held responsible for compensating any losses incurred on account of damage of goods etc. during transit of goods and shall also not be liable to cover any loss of life.

This section describes the entitlements & integrities with respect to transportation of goods which are defined based on below parameters:

- ✓ Relocation distance (greater than/ less than or equal to 1000 KM)
- ✓ Relocation for self & family
- ✓ Employee's current grade

Please refer to the below matrix for details on entitlement. Employees who are single need to refer to entitlements I i.e. for self & employees who are having family need to refer entitlement II i.e. with family.

Expenses incurred on transportation by the shortest route are permitted and are subject to certain maximum limits as per employee's individual entitlement.

5.1 Maximum eligibilities for distance up-to or equal to 1000 KM's are defined below. This is applicable as lower of actual or per below eligibility:

Grade	Entitlement I (Self)	Entitlement II (with family)
M1 and above	on actuals	
E4-E6	₹22,000/-	₹30,000/-
E2-E3	₹17,000/-	₹20,000/-
E1	₹12,000/-	₹15,000/-
AT-T	Not Applicable	

5.2 Maximum eligibilities for distance more than 1000 KM's are defined below This is applicable as lower of actual or per below eligibility:

Grade	Entitlement I (Self)	Entitlement II (with family)
M1 and above	on actuals	
E4-E6	₹25,000/-	₹35,000/-
E2-E3	₹20,000/-	₹25,000/-
E1	₹15,000/-	₹20,000/-
AT-T	Not Applicable	

6.0 RECOVERY CLAUSE

Amount reimbursed against the relocation expenses including all entitlements will be **fully recoverable** in case an employee resigns or employment is terminated for any reason **before completion of one year** of service **for new joiners**.

Relocation amount is not recoverable if services are terminated for new joiner on grounds of role/position miss-mapping, project obsolescence, movement within YASH group of companies, absorption of employment by client with YASH consent or resignation in lieu of termination **except** in case of negative background verification report/poor performance (where PIP was not initiated)/disciplinary action/legal proceeding).

7.0 TAXATION

As per Income Tax Act 1961; relocation expenses are taxable in the hands of the employee even if supporting documents are submitted while it is expended for joining the company. Hence; the payment made against relocation reimbursement is subjected to TDS which will be absorbed by the company.

Employee should submit documentary proof while submitting the claim for reimbursement. For more details; please contact HR.

8.0 PRE-REQUISITE FOR CLAIM REIMBURSEMENT PROCESS

The expenses incurred need to be claimed as a reimbursement & no other charges will be paid except as mentioned in the policy. The reimbursements will be based on actuals supported by bills and are limited to the maximum entitlements as mentioned in this document. No advance will be given for relocation purpose.

Please refer 'Guideline for Claims & Reimbursement' for detail on claim submission process available on YOU portal at Shared Services> Human Resources> Library section.

The employee needs to submit the following documents in original for processing of claim:

- 1) All the original supporting viz. **train/bus/air tickets** (as applicable). In case of **air ticket boarding pass** is mandatory.
- 2) **Local conveyance bills**, if applicable as per eligibility.
- 3) **Invoice** from transporter in original.
- 4) **Receipt of the payment** made to the transporter in original. It should **bear a revenue stamp** when payment made is **equal to or above ₹5000/- in cash**.
- 5) **Builty document** (Builty is a documentary proof given on the border of the state as permission from state govt. for interstate transportation of goods).
- 6) **List of goods transported**.
- 7) **Insurance coverage** of the same (if any) in original.
- 8) Complete transaction & paper work should include the **name of the employee only**. Any document in the name of family member or friends is not acceptable. However, if payment is made by family member & payment proof is available then it would be reimbursed subject to condition that all other required supporting documents are on the name of the employee. Family member will include Father, Mother and Spouse for the purpose of this specific point.
- 9) **All receipts & invoice from the vendor should be on same name**. Name of different vendor on different supporting document is not acceptable.

10) **Proof of Payment:** Payment modes like Account Payee Cheque, Demand Draft, Debit Card, Credit Card, Internet Banking and Cash are accepted by the company. However, proof of payment differs in all cases as mentioned below:

a) **Account Payee Cheque:**

- Cheque should be in the name of the transport agency only. Cheque issued in the name of the individual is not accepted.
- Receipt of the payment made to the transporter must bear cheque details such as Cheque number, Cheque date & Bank name.
- Xerox copy of cheque.
- Bank statement reflecting the payment.

b) **Demand Draft:**

- Demand Draft should be in the name of the transport agency only. Demand Draft issued in the name of the individual is not accepted.
- Receipt of the payment made to the transporter must bear Demand Draft details such as Demand Draft No, Demand Draft date & Bank Name.
- Xerox copy of Demand Draft.
- Bank statement reflecting the payment.
- In case Demand Draft is prepared through cheque, Xerox copy of cheque & bank statement reflecting the debit amount will be required.
- Xerox copy of counter pay-in slip needs to be submitted in case Demand Draft is prepared through cash.

c) **Internet banking:**

- Transfer should be made in the name & account of the transport agency only. Transaction made in the name & account of the individual is not accepted.
- Receipt of the payment made to the transporter must bear the payment mode.
- Cyber receipt (online receipt) of the payment made reflecting UTR number or screen shot of the payment confirmation.
- Bank statement reflecting the payment.

d) **Debit Card:**

- Transfer should be made in the name & account of the transport agency only. Transaction made in the name & account of the individual is not accepted.
- Receipt of the payment made to the transporter must bear the payment mode.
- Cyber receipt (online receipt) of the payment or screen shot of the payment confirmation.
- Bank statement reflecting the payment.

e) **Credit Card:**

- Transfer should be made in the name & account of the transport agency only. Transaction made in the name & account of the individual is not accepted.
- Receipt of the payment made to the transporter must bear the payment mode.

- Online statement from the respective credit card company showing the payment.
- Online receipt of the payment made to the respective credit card company showing the exact amount of the payment towards transportation of goods.

- f) **Cash Payment:** If payment is made through cash to the transporter, company will reimburse maximum only ₹ 10,000/- subject to eligibility. However, if payment made to the transporter is above ₹5000/- in cash than receipt of payment to transporter should contain a revenue stamp & payment mode. Partial payment in cash & any other aforesaid mode of payment is also not considerable.

For example:

Scenario 1: If an employee of E1 grade having family relocates within 1000 KM's, his/her eligibility amount for transportation of personal household goods is ₹15000/-. While paying to the transporter employee pays the complete amount by cash then the reimbursement from the company will be only ₹ 10,000/-.

Scenario 2: If an employee of E1 grade having family relocates within 1000 KM's, his/her eligibility amount for transportation of personal household goods is ₹15000/-. While paying to the transporter employee pays the partial amount by cash & cheque like ₹5000/- in cash & rest ₹10,000/- by cheque then the reimbursement from the company will only for the amount paid by cheque.

9.0 ACRONYMS

Company	YASH Technologies Pvt Ltd
HR Team/HR	Human Resource Team
CFO	Chief Financial Officer
YOU	YASH Online Universe - YASH Corporate portal @ you.yash.com
DC	Offshore Development Centre /Development Centre

Thanking You - Team HR

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