

Transfer to a Group Company

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**Tech
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1. PURPOSE

The document outlines the policy relating to transfer of associates to a Group Company.

2. APPLICABILITY

The policy is applicable to associates on permanent rolls of the Company who owing to business reasons may be transferred from the rolls of Tech Mahindra to a Group Company, hereinafter referred to as 'new company'.

3. TERMS

3.1 ACCRUED LEAVE

The transferee may opt for encashment of the accrued leave at the time of transfer. Leave encashment will be done via the full and final settlement.

Alternatively the associate may choose to carry forward the leave balance to the new company. In such case HR will advise the same to the new Company via the transfer letter issued to the associate. The associate will be required to submit a copy of the transfer letter to the HR department of the new company so that such leave carried forth may be credited.

3.2 GRATUITY

The associate's service with Tech Mahindra will be considered by the new Company as service for the purpose of computing the gratuity entitlement and separation related dues, if any. The details of the transferee's service will be specified in the transfer letter for such purpose.

3.3 PENDING CLAIMS

Any ERA claim should be claimed & settled by the transferee at least seven days prior to the last working day prior to transfer. Pending salary related entitlements, if any, including LTA/Medical /Flexi pay entitlement for the year, if not claimed prior to proceeding on transfer, will be paid via the full and final settlement post necessary tax deductions. Pending LTA/Medical claims may be submitted to the HR SPOC along with supporting docs for inclusion in the full and final settlement.

3.4 VARIABLE PAY

Variable Pay as applicable will be prorated and paid to the transferee via the full and final settlement/ supplementary settlement based on date of disbursement for all associates.

3.5 LONG SERVICE AWARD ENTITLEMENT

The entitlement, if any, will accrue to the transferee only subject to completion of the requisite period prior to the date of transfer.

3.6 EMPLOYMENT/TRAINING BOND

Any employment bond or training bond signed by the associate during service with Tech Mahindra will be waived off.

3.7 SUPERANNUATION FUND

The transferee may withdraw or transfer (to the next employer's fund) the accumulated contribution till the last working day, as per superannuation trust rules.

3.8 PROVIDENT FUND (PF)

The associate should transfer the accumulated PF contributions to the new company where transferred to. In such case the associate will be required to initiate the PF transfer through the new company

3.9 CLEARANCE PROCEDURE:

Prior to proceeding on transfer the associate must complete necessary clearance procedures.

The online clearance procedure will be initiated by HR. The departments involved in clearance will ensure that all Tech Mahindra assets are recovered and all rights and privileges in relation to Tech Mahindra assets and facilities are revoked.

The associate is required to monitor the status of his/her clearance through the associate self-service module in EBS. All departments involved in the clearance process will be responsible for ensuring timely clearance to the associate being transferred. Applicable clearance items are as per Annexure 1.

Associate to ensure timely closure and handover of company leased accommodation. Lease breakage expenses if any, owing to short notice of transfer from the Company's end will be borne by the Company

In case the transferee has availed a car under the Company car scheme, he/she should affect a foreclosure prior to transfer.

3.10 SUBMISSION OF FORMS

The following forms are to be downloaded from the HR website and mandatorily filled in and submitted to the HR SPOC.

LTA Form

Declaration of Leave Encashment – The transferee is required to submit a claim for encashment of earned leave.

Income Tax Declaration Form – Details of investments made by the associate in the financial year is to be indicated in this form and submitted along with relevant documents as proof of such investments made.

Medical Reimbursement form– In case of pending claims, the associate is required to fill in the Cash Payment Voucher to claim any amount applicable towards medical reimbursement.

It is mandatory that all forms mentioned above are submitted to HR well prior to the last working day.

3.11 TRANSFER LETTER

The associate will be issued a transfer letter confirming transfer to the group Company. The letter will also state the details of the associate's service with the Company namely, date of joining, date of transfer, grade and salary upon transfer, leave to be carried forward etc. The transfer letter will be issued by the HR Department of the associate's base location. The same will be issued to the associate only on receipt of clearance from all concerned departments.

3.12 FULL AND FINAL SETTLEMENT

Processing of full and final settlement takes approx. 30 working days. It may be noted that a month's salary may be held back to facilitate recoveries, if any. The same will however be paid via the full and final settlement after recovery of pending dues, if any. The settlement amount will be remitted to the associate's bank account. The transferee should therefore retain his/her bank account till all dues are settled. The separating associate is also required to verify his/her address in the associate database and update the same using the self-service functionality of EBS. This data will be used for any communication with the associate.

3.13 TRANSFeree'S STATUS IN TECH MAHINDRA RECORDS

The transferee's service record with Tech Mahindra will record a separation owing to 'transfer to a group Company'. Post transfer the transferee will be governed by policies of the new company.

3.14 EXPENSES RELATING TO TRANSFER

Transfer related expenses will be borne by the new company. Expenses relating to transfer may be submitted to the new company for reimbursement. Entitlements will be as per the policies of the new company.

4. POLICY REVIEW

The policy will continue to be in force unless superseded by a revised policy. The Company reserves the right to amend, abrogate, modify, rescind / reinstate the entire policy or any part of it at any time.

5. DOCUMENT HISTORY

Version	Date	Author (function)	Reviewed by	Approved by	Nature of changes
Issue 1.0	08 Nov 2013	C&B team	C&B Head	HRFW Head	Integrated procedure Document template
Issue 1.1	14-Sept-2015	Process Owner	Function Owner	Function Head (Benefits)	Document Formatting

6. ANNEXURE 1 – CLEARANCE ITEMS

No.	Department	Clearance Items	Actions by the respective departments/parties	Responsibility of the Associate
1	Project Manager	<ul style="list-style-type: none"> Clearance Related to Project/ dept. Secure ID 	<ul style="list-style-type: none"> Ensures handover of the associates responsibilities and secure ID Ensures recording of appraisal inputs for subordinates 	<ul style="list-style-type: none"> Smooth handover of responsibilities Provide appraisal inputs for subordinates
2	Visa Cell	<ul style="list-style-type: none"> Work Permit Visa 	<ul style="list-style-type: none"> Indicates recovery pertaining to the applicable clearance items. 	<ul style="list-style-type: none"> Associate to return work permit Should make a note of recoveries and do needful
3	FIN Expenses	<ul style="list-style-type: none"> Advance taken 	<ul style="list-style-type: none"> Checks for advances taken by the associate. Indicates applicable recovery. 	<ul style="list-style-type: none"> Settlement of dues (if any).
4	FMG	<ul style="list-style-type: none"> I Cards Drawer Keys Company Accommodation Keys International Air Recovery Company provided Mobile Phones Company car GH & Above to check with FMG for clearance of any other facility provided by FMG. 	<ul style="list-style-type: none"> Receives I Card from the associate max. two days prior to the last working day. Receives drawer key of the cubicle occupied by the associate two days prior to the last working day. Receives keys of Company accommodation availed by the associate two days prior to the last working day. Indicates any amount incurred by the Company as additional international air fare due to stopovers etc. Receives mobile phone from the associate. Checks for company car related formalities. 	<ul style="list-style-type: none"> Should return smart card, Drawer Keys and Company Accommodation keys to FMG two days prior to the last working day. Should make note of any recovery applicable. Return mobile phone to FMG. Foreclose the car loan if any and provide relevant documents to FMG. G5 & above to ensure completion of any other FMG related formalities for any other facility provided to them.
5	Reception	<ul style="list-style-type: none"> Courier Bills 	<ul style="list-style-type: none"> Indicates the amount applicable to courier charges for personal communication by courier. 	<ul style="list-style-type: none"> Associate to make note of any recovery applicable
6	TIM	<ul style="list-style-type: none"> Floppies/CDs User ID's Laptop Secure Id cards Mail Id's Mobile phones issued by TIM PCs with accessories like UPS, Modems etc. at the residence Personal Printers at Residence 	<ul style="list-style-type: none"> Deletes mails ids at the end of the last working day of the associate. Receives Mobiles, PCs and Printers (personal – at residence) four days prior to the associate's last working day. Receives laptop on the last working day of the associate. 	<p>Associate to return all applicable items as per the timelines observed by TIM.</p>

7	ESG - T	<ul style="list-style-type: none"> • Training Manuals 	<ul style="list-style-type: none"> • Receives any reference material/ manual taken from ESG. 	Ensures return of any reference material to ESG.
8	ESG Education -	<ul style="list-style-type: none"> • Course Dues 	<ul style="list-style-type: none"> • Indicates recovery applicable by way of break in any Company sponsored academic course, which the associate is enrolled into. 	Associate to make note of any recovery applicable
9	LIBRARY	<ul style="list-style-type: none"> • Books • Manuals • CD • VCD • Magazine External library membership cards 	<ul style="list-style-type: none"> • Receives all applicable items borrowed from the library and gives clearance. • Gives recovery details applicable to items not returned by the associate. 	To return all the items borrowed from the library at least three days prior to the last working day.
10	IDU - HR	<ul style="list-style-type: none"> • Leave Balance Status • Leaves to be Recovered 	<ul style="list-style-type: none"> • States the number of leaves not availed by the associate. • Indicates recovery towards unauthorised leaves. 	<ul style="list-style-type: none"> • Make note of leave balances/ recovery applicable. • Ensure that attendance & leave records are updated & necessary approvals are obtained. • Ensures all claims as per the Business hours and allowances policy are complete.
11	FIN Overseas -	<ul style="list-style-type: none"> • Recovery related to overseas travel 	<ul style="list-style-type: none"> • Check for any recovery and states the same 	Associate to make note of any recovery applicable
12	FIN - Payroll	<ul style="list-style-type: none"> • Clearance in terms of settlement of dues etc. 	Give a clearance for HR to issue the transfer letter to the associate in case pending recoveries from the associate can be adjusted against dues to him/her. In cases where a payment is expected from the associate the same is clearly stated.	<p>Makes payments to Finance (where recoveries cannot be settled against dues to the associate)</p> <p>Receives the transfer letter from HR post completion of clearance formalities.</p>

7. ANNEXURE 2 – TRANSFER LETTER (FORMAT)

<Date>

<Associate Name>

<Employee No.>

Transfer to Group Company - _____

Dear <Associate Name>

We wish to inform you that you are being transferred to <New Company> with effect from <date>.

You may please contact _____ at the following address, upon reporting for duties:

<Address>:

The details of your service with the Tech Mahindra at the time of transfer are as under:

Date of Joining:

Grade:

Designation:

Salary:

Leave balance to be carried forth:

Subsequent to your transfer, you will cease to be on the rolls of Tech Mahindra. However, the period of employment with Tech Mahindra, as mentioned above, will be considered by <New Company> for the purpose of calculating separation related dues, including gratuity.

You will be governed by the rules, regulations and policies of <New Company>, effective the date you report for duties.

We thank you for your contributions and wish you the very best in your assignment with <New Company>.

Yours sincerely,

For Tech Mahindra Limited

_____ (Human Resources)

Agreed and accepted

Signature of Associate: _____

<Name of the associate>

<Date>

CC: To the Head HR, <New Company> For information and necessary action.