

Internet Expense Allowance Policy

Objective:

The Objective of Policy is to reimburse the Internet connectivity expense up to Rs 500 per month till the work from home is suggested by the Company to ensure business deliverables with necessary level of uninterrupted internet band width.

Applicability:

All teammates are eligible to avail this policy until further notification from HR Department, except those who are already holding Company provided WIFI Dongles/ Data Card.

Maximum amount of reimbursement claim: up to Rs 500/Month/Employee only, on submission of valid documentary evidence in their respective name or any family member's name with matching residential address for the said period.

Effective from: March 2020 until further notification from HR Department.

Guidelines:

1. Employee need to bear and manage the needed setup and activation expenses, if any.
2. if employee has a package setup – invoice paid once in 3 months or 6 months or 1 year, then those bills will also be accepted for the claim if they match with respective announced period. Future period payments will not be considered for current period claims.
3. If the eligible employee fails to submit the invoice, then that amount would be taxed as income.
4. Employees need to submit claim form before 15th of every month.
5. Payroll team has right to reject your claim form if you submit any fake bills and Company may take disciplinary action.
6. In case of any queries, please reach out to your respective HR Business Partner/payroll team.

Procedure:

- Employees need to fill the details and submit the request through Concur tool by 15th of every month.
- The payment will be made once the necessary approvals are in place on the Concur portal.
- The payout will be made directly to employee's account.

Note: Please attach the bill while submitting the details along with Manager approval as a formal check in the process.