



## **RELOCATION POLICY - INDIA**

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**DOCUMENT CONTROL**

<b>DOCUMENT NAME</b>	Relocation Policy - India
<b>ABSTRACT</b>	This document details the relocation guidelines for the management and employees within India
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**AUTHORISATION**

<b>Process Owner</b>	<b>Reviewed By</b>	<b>Authorised By</b>
Name : Radha Krishna K	Name : Arnab B, Lavanya V, Naveen A	Name Bipin P
Signature:	Signature :	Signature :

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## 1. PURPOSE AND OBJECTIVE

The purpose of this document is to familiarise all the employees of the Company with the rules and regulations governing relocation within India. The document outlines the allowances made available by the Company to assist the employees by subsidizing the expenses incurred towards re-location from one city to another upon transfer or joining the Company. The Company has voluntarily adopted this policy. It has the sole authority to make suitable deviations to the general provisions specified in this policy and can amend or withdraw this policy at any time with or without prior notice.

## 2. SCOPE AND COVERAGE

The provisions of this policy will govern all employees, unless specified otherwise. Wherever an employee is specifically advised about any particular provision/issue, the communication so issued will prevail over the provisions specified in this policy. In the absence of a specific understanding with the employee, provisions specified in this policy and as amended from time to time, will prevail. All references/ clarifications/ questions regarding interpretation of any provision can be made to the HR department. The Company's decisions on all such matters shall be final and binding on the employee. All references to the masculine gender are intended to include, depending on the context, feminine gender also.

The provisions of this policy are applicable to:

- **New Joiners:** Employees (lateral hires), who are joining on the regular rolls of the Company in India and are required to relocate to another city for the purpose of work.
- **Transfers:** Employee who for business purposes may be required to relocate to a location different from his/her base location, by way of transfer (duration exceeding six months).

## 3. EXPENSE REIMBURSEMENTS

### Travel for self & family

Lateral joiners and employees who are required to relocate on account of transfer will be eligible for reimbursement of expenses relating to travel for self and immediate family (spouse and children) by the eligible mode of travel as specified in the Domestic Travel Policy.

Reimbursement of only one instance of direct travel is permissible and should be claimed within two months of joining at the new location.

### Initial Accommodation

In order to facilitate initial accommodation, the Company will make arrangements for the employee & immediate family (spouse and children) stay in the Company's Guesthouse or

appropriate serviced apartment or hotel up to a maximum of two weeks. Travel request should be raised mentioning the details of accompanying dependents.

For identification of Employee & Family members, one of the below can be used (Aadhar card/ Pan Card / Govt id proof) & photo copy to be submitted upon arrival in Guest house.

All accommodation bookings will be made by Administration team only in accordance with the Domestic Travel Policy. Reimbursement of expenses relating to hotel stay will cover only Lodging Expenses. F&B expenses will be borne by the employee.

### **Relocation Expenses Reimbursement**

Lateral joiners and employees transferred will also be eligible for reimbursement of expenses payable subject to the grade-specific maximum amounts as specified in Table I & II:

- Transportation of Personal Goods, including loading and unloading charges and transportation of self-owned Vehicle
- Porter charges and Local Conveyance: Local Conveyance will include expense incurred for travelling from residence to station and travel to the guest house/ place of stay in the city of relocation

**Table I** - Reimbursement - Lateral New Joiners and Transfers: *Amts in INR*

Travel to location	Upto & including Senior Consultant role	Upto AVP role	AVP role	VP & above roles
Within 500 km	6000	12000	30000	40000
500-1000 km	7500	15000	35000	45000
1000+ km	9000	20000	40000	50000

**Table II** - Reimbursement for employees joining from overseas: *Amts in INR*

Upto AVP role	AVP & above roles
50000	100000

## **4. CLAIM SUBMISSION**

The expenses reimbursement will be at actuals and only against original supporting documents produced by the Employee. All expenses reimbursements pertaining to the relocation should be claimed through a single expense report. Expense report, should be submitted to Finance, along with the supporting documents and transfer/ relocation letter stating the eligibility and should be claimed within two months of joining at the new location. Relocation expenses

reimbursement stands recoverable in full, if the Employee leaves the company within 6 months from date of joining/transfer.

## **5. EMPLOYEE INITIATED TRANSFER**

The Company will attempt to facilitate the employee's request for transfer for personal reasons, to a reasonable extent. However it may not be possible for the Company to accede to all requests for transfer.

Where relocation is purely on account of the employee's request and would otherwise normally not be required, expenses towards such relocation will not be eligible for reimbursement. Relocation owing to selection through internal job posting will however constitute a business initiated transfer.

## **6. REPATRIATION ACCOMMODATION**

Accommodation for employees & their families relocating to India upon completion of long term assignment at onsite.

- Employees will be eligible for 7 days of accommodation (for self & immediate family members (i.e. spouse and children) upon relocations.
- Entitlements will be as per the India domestic travel policy per diem eligibility (Inclusive of Taxes).
- Accommodation will be arranged in the Company guest house (subject to availability) and if unavailable in company identified hotels.
- Reimbursement will be subject to submission of tax invoice.
- Self-arranged accommodation will not be eligible for reimbursement.
- Accommodation will only be provided for family members if they are relocating with the employee.

Request for accommodation needs to be raised along with the travel request, by the employee. It is also important that employees ensure travel request approvals on time so admin team is provided sufficient time period to make the necessary arrangements.

Claims should be submitted by the employee to finance along with the necessary supporting documents.

Each unit/department shall make the necessary budgetary provisions to accommodate expenses incurred on accommodation reimbursements.

Who	What / When / How
Employee	<ul style="list-style-type: none"> <li>• Process adherence</li> <li>• Raise request for accommodation</li> <li>• Ensure on time approvals</li> <li>• Submit all necessary documents and raise reimbursement request as per process</li> </ul>
Admin Team	Make the necessary accommodation arrangements and confirm to employees. Ensure process adherence.
Finance Team	Approve the reimbursement claims of the employees and facilitate timely payment.
Practice Head	To approve travel request on time.

## 7. DEVIATION APPROVALS

- Mode of travel – BU Leader
- Relocation expenses – BU Leader & CHRO

## 8. GENERAL GUIDELINES

Any employee undertaking Travel must fill in the Travel Requisition Form (TRF), duly approved and signed by the Reporting Manager. No hotel or travel bookings will be entertained without the appropriate TRF. Employee undertaking Travel needs to plan travel ahead of time and submit the travel request form. All Flight & Hotel bookings need to be done through the Admin/ Travel Desk only. The choice of airline and accommodation will be at the sole discretion of the Travel Desk and will be aimed at efficient and cost-effective travel. Employees are not permitted to opt for an airline / hotel of their choice.