

Flexible Benefit Plan (FBP) policy and claim procedure



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I. Compensation Structure: -

In an attempt to simplify the compensation structure, Flexi Compensation Plan (FCP) is being introduced. Members can select allowances of their choice to avail income tax benefits within the options provided to them. The gross compensation structure will have the below mentioned major components:-

Gross Compensation

- Basic
- House Rent Allowance
- **Flexible Compensation Plan (FBP)**
- Employer Provident Fund
- Gratuity - 4.81% of basic

Basic + House Rent Allowance + Flexi Compensation Plan = Base Compensation.

Monthly take home is calculated based upon the Base compensation.

In addition to the above, members will be eligible for Share Purchase Plan & Profit Participation Plan

II. Flexible Benefit Plan (FBP):-

- ***Meal Card***
- ***Vehicle Fuel and Maintenance***
- ***Driver Salary***
- ***Leave Travel Allowance***
- ***National Pension System***
- ***Car lease***
- ***Special Allowance (balancing figure)***

Flexible Benefit Plan (FBP): -

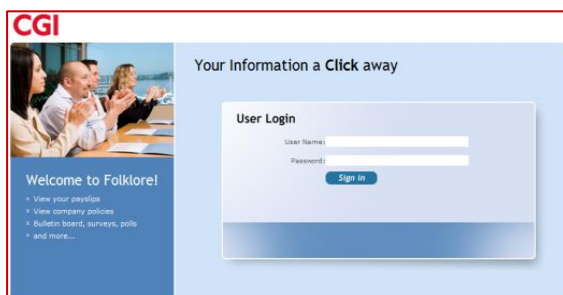
- The FBP approach provides you the flexibility to structure your compensation package as per your individual needs and desires from a given menu of choices, within a defined basket of allowance.
- Under FBP you have the option to pick and choose different FBP components from your Basket of allowance. Balancing amount after allocation from the basket of allowance will be paid as Special allowance.
- Amount declared under FBP declaration as reimbursement components will be kept aside as reimbursements, which will not be shown in the payslip. Members can refer the FBP reimbursement statement and Reimbursement list in Folklore payroll to know the entitlement for the declaration made. Once reimbursement is claimed and paid, it can be viewed under Reimbursement Payslip.
- The member has to declare and submit the FBP declaration in Folklore at the time of joining or at the beginning of the financial year i.e. in April. You also have the option to modify your FBP in the month of September and January.
- Declaration needs to be made under Annual Allocation field under FBP declaration.
- FBP components like Vehicle Fuel Maintenance, Driver salary and LTA are paid as reimbursements only on submission of claim with necessary supporting.
- Even if you don't want to opt for any components under FBP, it is recommended to create new FBP declaration and submit the declaration. You can view your compensation structure only if you create a FBP declaration.
- FBP entitlement would be derived based upon the declarations made by the member from the date of joining or from the month of FBP created. FBP declaration will be considered for payroll processing with prospective effect. Find below the illustration of FBP entitlement calculation.

<i>Period of Allocation</i>	<i>FPB Allocated</i>	<i>Entitlement</i>	<i>Amount</i>
April 19'	15,000	15000 / 12 x 5 (April to Aug)	6,250
Sep 19'	10,000	10000 / 12 x 4 (Sep to Dec)	3,333
Jan 20'	12,000	12000 / 12 x 3 (Jan to Mar)	3,000
		Total Entitlement for year	12,583

- If you have opted for FBP declaration and not claimed as reimbursements till year end, any unclaimed amount under reimbursement will be paid as (unclaimed flexi) taxable allowance along with March salary.

Folklore navigation snap shot : -

Login with your system user id and password.



CGI

Your Information a Click away

Welcome to Folklore!

- View your pay slips
- View company policies
- Bulletin board, surveys, polls
- and more...

User Login

User Name:

Password:

[Sign in](#)




Salary

- [Pay Slip](#)
- [Reimbursement Pay Slip](#)
- [YTD Statement](#)
- [Loans](#)
- [FBP Declaration](#)
- [Reimbursement Statement](#)
- [Reimbursement Claims](#)



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Reimbursement List

Form16 Reports

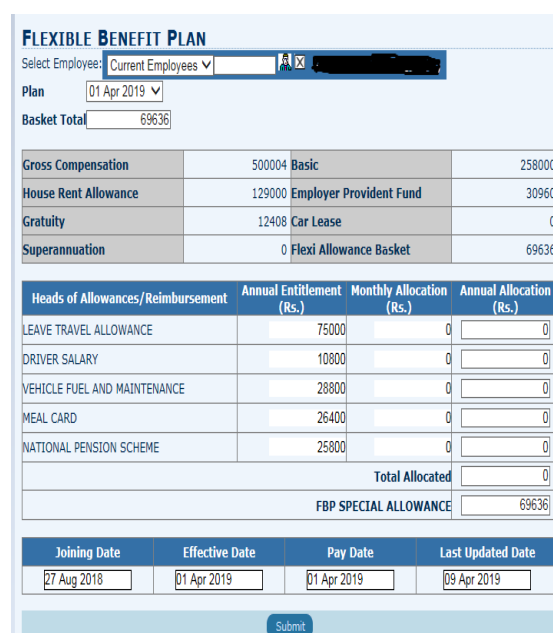
Income Tax Declaration

FBP Declaration

FBP DECLARATION

FLEXIBLE BENEFIT PLAN

[Create New Plan](#)

FLEXIBLE BENEFIT PLAN

Select Employees: Current Employees

Plan: 01 Apr 2019

Basket Total: 69636

Head of Allowances/Reimbursement	Annual Entitlement (Rs.)	Monthly Allocation (Rs.)	Annual Allocation (Rs.)
LEAVE TRAVEL ALLOWANCE	75000	0	0
DRIVER SALARY	10800	0	0
VEHICLE FUEL AND MAINTENANCE	28800	0	0
MEAL CARD	26400	0	0
NATIONAL PENSION SCHEME	25800	0	0
Total Allocated			0
FBP SPECIAL ALLOWANCE			69636

Joining Date	Effective Date	Pay Date	Last Updated Date
27 Aug 2018	01 Apr 2019	01 Apr 2019	09 Apr 2019

[Submit](#)

1. Once you click on Create New Plan button, you will be able to view the plan created for the period and date of creation. Click on Submit after opting for necessary FBP components. If you wish to make any changes you only need to do the necessary changes to the plan and submit it again within the due date communicated.
2. Update your declaration (Annual value) under Annual Allocation Tab, monthly allocation will get calculated automatically. For example if you want to declare Meal card of Rs.2200 per month you need to declare Rs.26400 under Annual Allocation tab.



III. Reimbursement policy and claim procedure:-

General points to be noted to claim reimbursements:

1. It is mandatory to create a FBP declaration in order to claim reimbursements.
2. Entitlement would be derived based upon the FBP declarations made by the member. This will vary if the declaration is made in the middle of the financial year i.e calculated on prorated basis and also in case of LOP (loss of pay).
3. All bills should pertain to current financial year only i.e (April to March) in case of new joiners during the FY, bills should be of postdate of joining.
4. Reimbursement can be claimed every month on or before 20th of every month or can be accumulated and claimed periodically. Tentative last date for submission of the reimbursement claim for the financial year is 7th of March.
5. Members can start claiming the reimbursements from May onwards based upon the FBP declaration submitted in April.
6. Zeta wallets will be enabled by end of April based upon the FBP declaration.
7. Please refer to FAQ on Reimbursement Process under Folklore Payroll to know the process to upload the bills under Zeta.
8. Reimbursement claims can be submitted for more than your accumulated entitlement, but it will be reimbursed based upon the entitlement up to the month of claiming and for the balance amount will be paid as and when your entitlement gets accumulated on a month on month basis. (except LTA). For eg.: If member has uploaded VFM bills of Rs.5000 in June and it is approved by Zeta's processing team, entitlement up to June is calculated as Rs.1250 x 3 months = Rs.3750. It will be credited to Zeta cash card by end of June and the remaining Rs.1250 will be credited in July.
9. Payroll team will get the reimbursement reports form Zeta on which amount will be loaded to Zeta cash card every month.
10. Any unclaimed balance under the reimbursements till March will be paid as unclaimed taxable allowance along with March salary after calculating applicable income tax.
11. Payroll Team/Auditor may seek additional information or documents or clarification which may be necessary to process reimbursement claims. It is responsibility of the member to provide necessary evidence/documents to prove the authenticity of the



claims submitted in case of any further clarification required by auditors or tax authorities.

12. It is recommended that members should exercise utmost caution while submitting FBP reimbursements claims. All bills/vouchers/receipts will be scrutinized by the audit team and action will be taken against those who submit false/fictitious documents to evade paying income tax.

A. Entitlement and documents required for claiming reimbursements:

1. LTA (Leave Travel Assistance).

Entitlement: Would be derived as per FBP plan created by the member for the year. If it is declared in the middle of the year, entitlement will be calculated from the month of plan created till March.

Proofs required to claim: 1. If travel is by flight, original bills & boarding passes are required to be submitted.

2. If travel by Train it is required to submit original bills. If booked through online, a copy of the e-ticket generated from IRCTC along with copy of the credit card or bank statement highlighting the booking transactions is required to validate the payment made. (print out of the snap shot or copy of the email will not be accepted)

3. If travel by Bus it is required to submit original bills. If booked through online, a copy of the e-ticket along with copy of the credit card or bank statement highlighting the booking transactions is required to validate the payment made copy of the credit card or bank statement.

4. If the travel is by any other means other than state carriers (like private taxi or private travels) original invoice and trip sheet from the travel agent. Invoice should have a valid GST number. Toll paid receipts during the travel. Exemption would be computed based on first class a/c train fare to the last destination place & number of persons travelled.

Applicability: 1. LTA is applicable for self, spouse, two kids, parents, brothers and sisters who unemployed and unmarried who are financially dependent on the member. LTA is not applicable for in-laws.

2. Member is required to avail minimum of one day leave for the travel.

Coverage: 1. LTA applies to one trip during the Financial Year (Maximum of 2 trips in the block of 4 years starting 1st Jan 2018 to 31st December 2021. No overseas travel is allowed under LTA.

Declaration and submission: 1. For claiming LTA, member needs to download the LTA declaration and Claim form from Folklore Payroll under forms.

2. Fill up all the details, take a printout the form, sign it and attach necessary proofs as mentioned above.

3. LTA claim needs to be submitted in person to the payroll team and should not be dropped in payroll drop box.

4. It is mandatory that LTA claim has to be submitted within 15 days from the date of completion of travel.



Note: Payroll Team may seek additional information or documents which may be necessary, to process the LTA claim.

2. Vehicle Fuel & Maintenance.

Member should be the registered owner of the vehicle to declare the Vehicle Fuel and Maintenance reimbursement. The tax exemption on VFM will be provided based on the vehicle/ CC of the vehicle which you will have to declare in the Finance Portal under Vehicle Registration.

It is mandatory to enter the vehicle details like Vehicle number, Type of vehicle (Two wheeler or Four wheeler), Fuel type (Petrol or Diesel) under the VFM wallet before claiming the reimbursements. Bills uploaded will be processed by Zeta team as per the declaration submitted in the VFM wallet. In case of any variance bills will get declined by Zeta Team.

Proofs required to claim: 1.It is required to upload the photo of original bills issued by fuel station for claiming fuel reimbursement. (Charge slip of debit/credit card submitted will not be accepted as bill). If the bills submitted are not properly legible, will lead to rejection. Manual bill should have all the details like number of liters and per liter cost and total amount. Incorrect bills submitted will be rejected. If bills are manually corrected or altered will lead to rejection.

2. For claiming vehicle maintenance reimbursement it is necessary to upload bill with valid GST number and also with seal and signature.

3. For claiming vehicle insurance, a copy of the insurance policy and the payment receipt needs to be uploaded. It is mandatory that document should have vehicle details.

4. It is necessary to upload the bills only pertaining to the vehicle declared by you under the vehicle registration tool.

Applicability: This is applicable for **only one vehicle which should be registered in the name of the member.**

Declaration: It is mandatory to declare the vehicle details and upload the RC book in PDF format in [Finance Portal](#) under Vehicle registration before claiming this.

Exemption: For two wheeler - exemption would be Rs. 900/- per month,

For four wheeler (with engine capacity less than 1600 Cubic capacity) – exemption would be Rs.1800/- per month

For four wheeler (with engine capacity more than 1600 Cubic capacity) – exemption would be Rs.2400/- per month

If the details are not declared you will not the tax exemption even if you claim the reimbursements.

3. Driver Salary.

For declaring the Driver Salary it is mandatory that member should appoint driver for the own car used for commuting office. Friends and relative should not be appointed as driver.

Members should not declare only Driver Salary reimbursement without declaring for VFM.

Members having declared for two wheeler are not eligible to declare Driver Salary.

Bills required: Member needs to download the Driver Salary Reimbursement Claim form under Forms, from Folklore payroll for claiming the Driver Salary reimbursement. This receipt needs duly filled to be signed by the driver and needs to be uploaded in Zeta App or web portal. Claim submitted in any other format will be declined.

It is mandatory that Driver salary reimbursement should be claimed on a monthly basis and separate receipt should be uploaded for each month.

It is responsibility of the member to provide necessary evidence to prove the authenticity of the transaction in case of any further clarification required by Payroll Team/Auditors or Income tax authorities.

Applicability: This is applicable for **only one vehicle** as per the declaration made by the member which is used by for commuting to office.

4. Meal Card .

Members can declare for the Meal card maximum of Rs.26400 p.a. Based upon the declaration amount will be loaded Zeta Meal wallet. Meal card amount should be used only for purchase of food and non-alcoholic beverages. Meal card amount cannot be transferred. Amount loaded under Meal card is valid for a period of three years.

Entitlement: 1. Entitlement will be based upon the FBP declaration made by the member.
2. Eligible amount will be uploaded by end of every month to Zeta Meal Card wallet.

Note: Refer to FAQ on Reimbursement Process document under folklore payroll on more information about Zeta Meal cards.

5. National Pension Scheme (NPS).

NPS is a pension scheme introduced by Pension Fund Regulatory and Development Authority (PFRDA), a government entity to administer the pension program. A retirement savings product introduced to promote old age income security, available on a voluntary basis to all citizens of India. You can also refer detailed document NPS process and procedure document under Forms >> Folklore Payroll.

Income Tax treatment: -

Amount declared towards NPS under FBP declaration up to extent of 10% of basic salary will be eligible for deduction u/s 80CCD(2). This is over & above the 80C, 80CCC deductions.

Entitlement: Minimum of Rs.6500 p.a and maximum of 10% of basic salary.

Other points to be noted: -

1. ICICI Bank is the point of presence for handling NPS accounts.
2. Once you declare NPS under FBP you need to contact the ICICI representatives and open the NPS account.
3. You need to co-ordinate with the bank representative for submission of necessary documents and other related clarification required by ICICI bank.
4. After opening the NPS account you will receive PRAN Permanent Retirement Account Number within 21 working days.
5. We will get the PRAN details from ICICI and the same will be updated under Basic info in folklore payroll.
6. If you are already a subscriber to NPS and having a Permanent Retirement Account Number [PRAN], you need to shift it to ICICI bank by filling in the Subscriber Shifting form.
7. Monthly entitlement of NPS amount will be transferred to PRAN account within 15th of subsequent month.
8. NPS Transactions can be viewed on the NSDL site after 7 days from the date of funds transferred.
9. For any assistance with regard to NPS, please contact the below mentioned ICICI SPOCs:-

No	Locations	Relationship Managers Name	Contact Number	Email ID
1	HYDERABAD	JOJO JOSE	+91 9072570606	jojo.jose@icicibank.com
		PHANI TADAKAMADLA	+91 8008143833	phani.tadakamadla@icicibank.com
2	CHENNAI	THAMARAISELVAN	+91 9381503444	selvan.thamarai@icicibank.com
		SUDARSAN SANGAPURAM	+91 9500091568	sudarsan.ts@icicibank.com
3	MUMBAI	SANKALP SETHI	+91 7710806260	sankalp.sethi@icicibank.com
		ANURAG KUMAER	+91 7045957122	anurag.k@icicibank.com
4	BANGALORE	GOPIKA	+91 9901660685	gopika.a@icicibank.com
		UMAMAHESHWAR	+91 8971958808	umamaheshwar.jaanukunte@icicibank.com

6. Car lease.

Please refer the policy document under Company Car Benefit under CynerGI HR.

http://portal.ent.cgi.com/lib/bs/hr/in/cb/IND_HR_Company_Car_Management_Rule.pdf



7. Special Allowance.

Balancing figure after allocating all the FBP components (Flexi Compensation Plan - Total of all the FBP components declared = Special allowance)

Special allowance is a fully taxable component.

FBP Special allowance divided by 12 will be paid monthly as Special allowance.

B. Reimbursement claim procedure :-

Please refer to detailed FAQ on the Reimbursement Process under Folklore Payroll.