

FLEXI BENEFIT PLAN (FBP) GUIDELINES

Employee shall have the flexibility to determine his/her compensation structure spread with regard to monthly & annual pay outs. Employee will not be able to change his Basic Pay, HRA, Employer PF contribution, Statutory Bonus and Variable Pay, these will be fixed as per ACS guidelines through HR only.

Employee can determine under which bouquet head and up to what amount he/she would like to receive payments. To enable this, the bouquet of FBP allowances has been made available for employees (eligibility as per respective grade) which may be claimed under the following heads:

- A. Child Education Allowance
- B. Professional Development Reimbursement
- C. Books and Periodicals Reimbursement
- D. Car Running & Maintenance Reimbursement
- E. Driver Reimbursement
- F. Leave Travel Allowance
- G. Telephone Reimbursement
- H. National Pension Scheme (80CCD2)
- I. Sodexo
- J. Value of Company Car (Car Lease)
- K. Special Allowance

A. Child Education Allowance

Employee may determine the amount he/she would like to claim as child education allowance.

Eligibility & Entitlement: The allowance shall be applicable for all employees. The maximum entitlement for Child Education is INR 100 per month per Child maximum two Children.

Tax Implication - For Child Education, tax benefit of Rs.100 per month Per Child for up to two children is available on production of supporting documents.

Documents required claiming Income Tax benefit: Declaration from employee is required to claim the benefit.

This amount will be paid as part of monthly salary. Income Tax will be calculated based on his/her declaration.

B. Professional Development Allowance

Employee may determine the amount he/she would like to claim as Professional Development Reimbursement within the Bouquet of Allowance. This may be dependent on his/her estimated requirement or tax planning for the year based on the IT rules.

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Eligibility & Entitlement: Grade L6 and above employee shall be entitled for coverage under the Professional Development Reimbursement. Maximum limit for Professional Development Reimbursement per annum is as per below table.

Grade	Maximum Limit Per Annum
L1 to L5	0
L6 to L13	48000

Tax Implication Professional Development will be exempted up to his allocated amount on submission of original receipts.

Documents required to claiming Income Tax benefit: This amount will be paid as and when bills received as a Non-taxable. Employee needs to submit original bills/receipts on Monthly, Quarterly and Yearly basis as per communication received from HR/Payroll Partner. Any unclaimed balances will be paid as a taxable at the end of the Financial Year.

Employee needs to attach original bills/Receipts of expenditure on distance learning/E learning/membership of professional bodies. The exemption will be available to the extent the allowance is utilised for the purpose of encouraging the academic, research and other professional pursuits.

Please note that only credit card receipts will not be allowed to get the Income Tax benefit.

C. Books and Periodicals

Employee may determine the amount he/she would like to claim as Books and Periodicals Reimbursement from within the Bouquet of Allowance. This may be dependent on his/her estimated requirement or tax planning for the year based on the IT rules.

Eligibility & Entitlement: Grade L2 and above employee shall be entitled for coverage under the Books and Periodicals Reimbursement. Maximum limit for Books and Periodicals per annum is as per below table.

Grade	Maximum Limit Per Annum
L1	0
L2 to L4	5000
L6 to L7	7500
L8 to L13	48000

Tax Implication Books and Periodicals will be exempted up to his allocated amount on submission of original receipts.

Documents required to claiming Income Tax benefit: This amount will be paid as and when bills received as a Non-taxable. Employee needs to submit original bills/receipts on Monthly,

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Quarterly and Yearly basis as per communication received from HR/Payroll Partner. Any unclaimed balances will be paid as a taxable at the end of the Financial Year.

Employees who avail this facility have to produce original bills. Employee needs to attach original bills of Books, Magazine and Periodicals. The exemption will be available to the extent the allowance is utilized for official Purpose.

Please note that only credit card receipts will not be allowed to get the Income Tax benefit.

D. Car Running & Maintenance Reimbursement

Employee may determine the amount he/she would like to claim as Petrol & Car Maintenance Reimbursement from within the Bouquet of Allowance. This may be dependent on his/her estimated requirement or tax planning for the year based on the IT rules.

Eligibility & Entitlement: Grade L7 and above employee shall be entitled for coverage under the Car Maintenance Reimbursement if he/she opt Car Lease. Maximum limit for Car Maintenance Reimbursement is INR 20000 per month. The Car should be via company car lease policy

Grade	Maximum Limit Per Annum
L1 to L6	0
L7 to L13	240000

Tax Implication If Car provided by the Employer/ under lease then Car Maintenance Reimbursement will be exempted up to his allocated amount on submission of original receipts. Perquisites shall be charged in hands of employee (Max. up to INR 1800 if Car Cubic Capacity is less than or equal to 1600 and INR. 2400 per month if Car Cubic Capacity is more than 1600).

If Car own by Employee (i.e. In the Name of employee) then Car Maintenance Reimbursement will be exempted maximum up to INR 1800 if Car Cubic Capacity is less than or equal to 1600 and INR. 2400 per month if Car Cubic Capacity is more than 1600.

Documents required claiming Income Tax benefit: This amount will be paid as and when bills received as a Non-taxable. Employee needs to submit original bills/receipts on Monthly, Quarterly and Yearly basis as per communication received from HR/Payroll Partner. Any unclaimed balances will be paid as a taxable at the end of the Financial Year.

Employees who avail this facility have to produce original bills of Fuel or Car maintenance or copy of his/her insurance of the Car.

Please note that only credit card receipts will not be allowed to get the Income Tax benefit.

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E. Driver Reimbursement

Employee may determine the amount he/she would like to claim as Driver Reimbursement from within the Bouquet of Allowance. This may be dependent on his/her estimated requirement or tax planning for the year based on the IT rules.

Eligibility & Entitlement: Grade L7 and above employee shall be entitled for coverage under the Driver Reimbursement if he/she opt Car Lease. Maximum limit for Driver Allowance is INR 20000 per month.

Grade	Maximum Limit Per Annum
L1 to L6	0
L7 to L13	240000

Tax Implication Driver Reimbursement will be exempted up to his allocated amount on submission of original receipts of payment of driver salary. Perquisites shall be charged in hands of employee (Max. up to INR 900 per month)

Documents required claiming Income Tax benefit: This amount will be paid as and when bills received part of monthly salary as a Non-taxable. Employee needs to submit original receipts of monthly Driver Salary on a Monthly, Quarterly and Yearly basis as per communication received from HR/Payroll Partner. Any unclaimed balances will be paid as a taxable at the end of the Financial Year.

F. LEAVE TRAVEL ALLOWANCE

Employee may determine the amount he/she would like to claim as LTA from within the Bouquet of Allowance. This shall be dependent on his/her tax planning for the year based on the IT rules.

Eligibility & Entitlement: Grade L2 and above employee shall be entitled for coverage under Leave Travel Allowance. Maximum limit for LTA per annum is as per below table. Payment of LTA shall be done through salary against claim only. Employee can claim against their accrued amount only.

Grade	Maximum Limit Per Annum
L1	0
L2 to L5	24000
L6 to L9	60000
L10 to L13	120000

At the end of the financial year any balance LTA amount will be carry forwarded to next financial year or Paid as a taxable as per employee choice.

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Tax Implication Tax benefit shall be granted on production of proof of travel with original tickets. Only expense related to journey will be exempted. Boarding/lodging/Meal expense/Local transport will not be eligible to get Tax benefits.

Minimum **2 working days' vacation / Holidays** shall have to be taken by the employee for availing LTA.

In case employee travels through hired Car – the amount equivalent to the 1st class AC train fare for the shortest route longest distance will be exempted.

If employee travels through own car – he cannot claim Income Tax benefit for the expense of his/her journey.

The LTA claims are tax-exempted twice in a block of four calendar years for each dependent member of the family subject to the limits as per Income Tax rules in force. The current block of four years is from [January 2022 to December 2025](#).

Documents required claiming Income Tax benefit: This amount will be paid against employee's claim only - maximum up to the accrued amount. Employee needs to submit original receipts as and when on he or she wants to claim.

Following documents need to be submitted to claim LTA:

- Duly filled LTA claim form
- Original copy of journey tickets and Boarding Pass (if travel mode is Flight)
- Copy of his/her approved leave application

LTA claim should be approved by respective HR first to get the amount.

Please note that only credit card receipts will not be allowed to get the Income Tax benefit.

G. Telephone Reimbursement

Employee may determine the amount he/she would like to claim as Telephone Reimbursement within the Bouquet of Allowance. This may be dependent on his/her estimated requirement or tax planning for the year based on the IT rules.

Eligibility & Entitlement: Grade L2 and above employee shall be entitled for coverage under the Telephone Reimbursement. Maximum limit for Telephone Reimbursement per annum is as per below table.

Grade	Maximum Limit Per Annum
L1	0
L2 to L5	18000
L6 to L9	30000
L10 to L13	60000

Tax Implication Telephone Reimbursement will be exempted up to his allocated amount on submission of original receipts.

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Documents required claiming Income Tax benefit: This amount will be paid as and when bills received as a Non-taxable. Employee needs to submit original bills/receipts on Monthly, Quarterly and Yearly basis as per communication received from HR/Payroll Partner. Any unclaimed balances will be paid as a taxable at the end of the Financial Year.

Employees who avail this facility have to produce original bills. Employee needs to attach original bills of residence Landline, Mobile (i.e. Postpaid) and Internet/Wi fi. The exemption will be available to the extent the allowance is utilized for official Purpose.

Please note that only credit card receipts will not be allowed to get the Income Tax benefit.

H. National Pension Scheme 80CCD(2)

Employee may determine the amount he/she would like to claim as National Pension Scheme within the Bouquet of Allowance. This may be dependent on his/her estimated requirement or tax planning for the year based on the IT rules.

Eligibility & Entitlement: All Grade employees shall be entitled for coverage under the National Pension Scheme. Maximum limit for National Pension Scheme per annum is as not more than 10% of Basic Pay.

Grade	Maximum Limit Per Annum
L1 and Above	10% of Basic (Maximum)

Tax Implication National Pension Scheme will be exempted up to 10% of Basic Pay. If employee opted National Pension Scheme then Allocated amount will be deposited in to his/her NPS account by employer directly on a monthly basis.

Documents required to claiming Income Tax benefit: No Documents to be required for National Pension Scheme section 80CCD(2) benefit will be automatically given through salary if employee opted National Pension Scheme in their Flexi Basket.

I. Sodexo/Food Coupon

Employee may determine the amount he/she would like to claim as Sodexo/Food Coupon from within the Bouquet of Allowance. This may be dependent on his/her estimated requirement or tax planning for the year based on the IT rules.

Eligibility & Entitlement: The allowance shall be applicable for all Grade employees. The maximum entitlement for Sodexo/Food Coupon is INR 2600 per month.

Grade	Maximum Limit Per Annum
L1 to L13	31200

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Tax Implication - For Sodexo/Food Coupon, tax benefit of INR 2600 per month (INR 50 per meal twice in a day and assuming 26 days in a month).

Documents required to claiming Income Tax benefit: No Documents to be required for Sodexo/Food Coupon, if employee opted Sodexo then amount will be reduced from his/her Special Allowance and Sodexo amount will be paid by employer through Food Coupon or Wallet.

Sodexo/Food Coupon will be issued or paid to employee on a monthly basis.

J. Value of Company Car (Car Lease)

Employee may determine the amount he/she would like to claim as Value of Company Car (Car Lease) from within the Bouquet of Allowance. This may be dependent on his/her estimated requirement or tax planning for the year based on the IT rules.

Eligibility & Entitlement: Grade L7 and above employee shall be entitled for coverage under the Value of Company Car (Car Lease). Maximum limit for Value of Company Car (Car Lease) based on grade is given below in below table. The Car should be registered to employer or 3rd Party Vendor name.

Grade	Maximum Limit for Car Value
L7	7.5 Lacs or 50% of the gross salary (whichever is higher)
L8	10 Lacs or 50% of the gross salary (whichever is higher)
L9,L10	20 Lacs or 50% of the gross salary (whichever is higher)
L11,L12	30 Lacs
L13	40 Lacs

Tax Implication Value of Company Car (Car Lease) will be exempted up to his allocated amount. Perquisites shall be charged in hands of employee (Max. up to INR 1800 if Car Cubic Capacity is less than or equal to 1600 and INR. 2400 per month if Car Cubic Capacity is more than 1600)

Documents required to claiming Income Tax benefit: No Documents to be required for Value of

Company Car (Car Lease), if employee opted Value of Company Car (Car Lease) then amount will be reduced from his/her Special Allowance and Value of Company Car (Car Lease) amount will be paid to Vendor (3rd Party) by employer.

K. SPECIAL ALLOWANCE

In cases where after allocating the bouquet amount under the above heads if any amount is still left as balance, the same shall be paid on a monthly basis to the staff member as Special Allowance. This amount shall be paid along with the monthly salary of the employee and shall be fully taxable.

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Tax Implication The entire amount claimed as Special Allowance shall be taxable.