



Manager, Scientist, Specialist and Executive Policies

2023-2024



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Leave Policy

Year of revision : 2023

Responsible Party: **Corporate Accounts, Corporate HR, Business HR**

Leave Policy



Purpose

The Company provides paid leaves to employees, as it believes that individuals can work more successfully and efficiently, if periodically time is taken away from the normal work routine. This policy defines the different leave entitlements for employees and the rules pertaining to it.



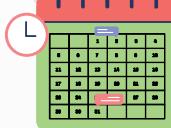
Eligibility

These leave rules are applicable to:

- All Managers, Assistant Managers, Scientists, Specialists
- Executives and Permanent Subordinate Staff (peons) in the HO, Kalpataru and SSC – Goregaon
- Research Executives / Senior Research Executives / Executives / Senior Executives and Permanent Subordinate Staff in R&T (Turbhe)
- Executives and Permanent Subordinate Staff (peons) in the Sales Units /RM Offices / DM Offices / Depots / RDC's across Asian Paints Ltd. It is applicable to all Executives / Engineers / Technologists / Designers in Retail Sales, Project Sales, Beautiful Homes, Color Connect (AID), CCH, Color World, Customer Service, Waterproofing, Administration and Commercial working in the Sales Establishments
- Level-II Executives and Senior Executives at Ankleshwar and Penta Plant
- All Executives and Senior Executives at Kasna, Patancheru, Sriperumbudur, Rohtak, Khandala, Vizag and Mysuru
- Senior Executives at Taloja
- Team Members of Plants in Unionized cadre, kindly refer to a separately released leave policy for eligibility and applicability.
- Executives in Kolkata, Siliguri and Raniganj branches in Unionized cadre, kindly refer to a separately released leave policy for eligibility and applicability.



Leave Policy



Leave Entitlements

Leave will be credited to an employee's account on the 1st of April every year and the leave cycle is from April to March every year.

The leave entitlements for all employees who have completed one year of service are as follows:

Sr. No	Location	Grade	Leave classification	No. of leave credited	Accumulation	Encashment
1	Vakola, SSC and R&T-Turbhe (5 day work week)	Managers, Assistant Managers, Scientists, Specialists, Executives and Permanent Subordinate Staff (peons)	Consolidated Leave (Working day Leave)	28	90	90
2	All plants (6 day work week)	Managers, Specialists, Assistant Managers and Non-unionized Executives	Consolidated Leave (Working day Leave)	33	90	90

Leave Policy



Leave Entitlements

Sr. No	Location	Grade	Leave classification	No. of leave credited	Accumulation	Encashment
3	Sales Units / RM Offices / DM Offices / Depots / RDCs (5.5 day work week)	Manager, Specialist and Assistant Manager	Consolidated Leave (Working day Leave)	31	90	90
4	Sales Units / RM Offices / DM Offices / Depots / RDCs (excluding Units at Kolkata, Siliguri and Ranigunj) (5.5 day work week)	Executives and Permanent Subordinate Staff (peons)	Privilege Leave (Working day Leave)	24	180	120
			Casual Leave (Working day Leave)	15	NA	NA

Note : If any employee (Executives / Assistant Managers / Managers / Specialists) working at any of the Sales Units / RM Offices / DM Offices / Depots RDCs avails leave on a Saturday, the same will be counted as a half day leave. Accordingly, only half day of leave will be deducted from the appropriate leave balance for the employee. This rule is applicable for all types of leaves viz, Casual, Privilege, Consolidated, Paternity leave.

Leave Policy



Leave for New Joiners

For Executives at Sales Units /RM Offices / DM Offices / Depots / RDCs

- New joiners in Executives cadre in Sales, joining between 1st April & 30th Sept of the FY will be provided 10 Privilege Leaves (PL) on their joining and new joiners who join between 1st Oct & 31st March of the FY will be provided 6 Privilege Leaves (PL) on their joining . These leaves will not be reduced from their earned leave
- Above mentioned Privilege Leaves (PL) will be credited to them on their date of joining and any unutilized Privilege Leave (PL) from the said leave balance till 1st April of subsequent year, will be carried forward to next financial year
- If any employee resigns within the period of 1 year of service from their date of joining, any unutilized Privilege Leave from the leave credited on the date of joining will not be considered for leave encashment
- If any employee resigns after completion of 1 year of service, unutilized Privilege Leave (if any) from the initial Privilege Leave credited on the date of joining, will be encashed on separation
- If any employee resigns, the excess leave availed (if any), i.e. over and above, initial Privilege Leave credited on date of joining and leave earned from date of joining till last working date, will be recovered
- Pro-rata calculated Privilege and Casual leave shall be credited to employee in subsequent 1st April. Advance leave consumed, if any, will be adjusted before crediting leave mentioned above.

Leave Policy



Leave for New Joiners

For All Executives, Assistant Managers, Managers, Scientists, Specialists & Permanent Subordinate Staff (Peons) at Vakola, SSC & Turbhe / All Non-unionized Plant Executives / All Assistant Managers, Managers & Specialists at Sales Units /RM Offices / DM Offices / Depots / RDCs)

- New joiners in Cadre's mentioned above, joining between 1st April and 30th Sept of the FY will be provided 10 Consolidated Leaves (XL) on their joining and new joiners who join between 1st Oct & 31st March of the FY will be provided 6 Consolidated Leaves (XL) on their joining . These leaves will not be reduced from their earned leaves.
- Above mentioned Consolidated Leaves (XL) will be credited to them on their date of joining and any unutilized Consolidated Leaves (XL) from the said leave balance till 1st April of subsequent year, will be carried forward to next financial year
- If any employee resigns within the period of 1 year of service from their date of joining, any unutilized Consolidated Leave from the leave credited on the date of joining will not be considered for leave encashment
- If any employee resigns after completion of 1 year of service, unutilized Consolidated Leave (if any) from the initial Consolidated Leave credited on the date of joining, will be encashed on separation
- If any employee resigns, the excess leave availed (if any), i.e. over and above, initial Consolidated Leave credited on date of joining and leaves earned from date of joining till last working date, will be recovered
- Pro-rata calculated Consolidated Leave shall be credited to employee in subsequent 1st April. Advance leave consumed if any will be adjusted before crediting leave mentioned above.

Leave Policy



Common leave rules

Approval of leave

- All leaves have to be taken with express approval of the Reporting Manager. The Reporting Managers are expected to approve leave of employees while keeping the business continuity in mind. Leaves cannot be claimed as of right. When the exigencies of company's service so demand, leave of any kind may be refused or revoked by the Management.
- All leaves are to be applied for in the online Attendance Management System. Employees are expected to be conscientious while availing and approving leave. All leaves applied on the attendance system (Solus) will be auto-approved, if the manager does not approve within a week of the leave (7 working days) being applied. This will apply to all leave types in Solus.
- Advance Privilege / Consolidated Leave for existing employees – Post exhaustion of earned leave, existing employees are permitted to avail additional leave for reasons like serious illness, demise of blood relative, preparatory time for professional examinations or marriage leave or any such compelling reason on specific approval from the concerned Functional M4 / S9 / P9 / K9 or above Grade and HR M3 Grade Manager. The advance leave taken shall be deducted from the Consolidated Leave / Privilege Leave earned and subsequently credited to the employee

Leave Policy



Common leave rules

- New Joiners (Executives / Assistant Management Trainees / Management Trainees / Assistant Managers / Managers / Scientists / Specialists) are permitted to avail some additional days of advance leave in their first year of employment for reasons like serious illness, demise of blood relative, preparatory time for professional examinations or marriage leave or any such compelling reason on specific approval from the concerned functional M4 / S9 / P9 / K9 or above Grade. The advance leave taken shall be deducted from the Consolidated Leave/ Privilege Leave earned and subsequently credited to the employee
- Employee involvement is crucial for success in CSR initiatives. Executives, Assistant Managers, Managers, Scientists and Specialists can take half day Out-Door (OD) leave in a year for participating in company organized CSR initiatives. The reporting manager needs to be informed before taking the OD
- Any cases of weekly offs / declared holidays falling in between two days of leave without pay will also be considered leave without pay and no salary shall be payable to any employee for such days. For example, if an employee at Head Office is on leave without pay from Wed, 29th March 2023 to the next Wed, 5th April 2023, no salary shall be payable for the defined weekly offs, on 1st April and 2nd April (Saturday, Sunday) too, since these will be considered leave without pay

Leave Policy

Example - 1

For example: Assume, there is an employee “A” joining at Vakola on 1st October, 2023 :

On 1st October, 2023 6 days of Consolidated Leave will be credited to employee's leave account.

- Let us assume “A” utilized 2 days of Consolidated Leave on or before 31st March 2024. On 1st April 2024 “A”, will earn 14 days of Consolidated Leave (XL) ($28*6/12$). So, on 1st April 2024, “A” will have a total leave balance of 18 days of Consolidated Leave (XL) (4 days unutilized Consolidated Leave credited on date of joining and 14 days Consolidated Leave earned from 1st October 23 to 31st March 24).

On 1st April, 2025 : “A” will earn Consolidated Leave from 1st April, 2024 to 31st March, 2025 (assuming there are no leave without pay from 1st April 24 to 31st March 2025) Employee will earn 28 Consolidated Leaves for the full year of work and said earned leave will be added to leave closing balance as on 31st March 2025.

Leave Policy



Consolidated Leave

Consolidated Leave is a working day leave. It is earned by an employee for the period of employment in the previous financial year and credited to employee's account in the current year (except Consolidated Leave credited on the date of joining for new joiners joining from 1st April 2023 onwards). Consolidated Leave availed on a particular day in the year shall be deducted from the leave balance for that year.

Frequency

Employees can take any number of days of Consolidated Leave at a time. Employees can take half-day Consolidated Leave as well.

For Vakola and SSC employees, it shall be mandatory for employees to avail 5 continuous days of Consolidated Leave at least once during every year. For Sales locations, it shall be mandatory for employees to avail 5.5 continuous days of Consolidated Leave at least once during every year and for Plant locations, it shall be mandatory for employees to avail 6 continuous days of Consolidated Leave at least once during every year. If they are not availed, these 5, 5.5 or 6 days of Consolidated Leave (as applicable), shall lapse at the end of the year. This will not be applicable for those employees who have not yet completed one year of service.

Leave Policy



Consolidated Leave

Prefix / Suffix

There is no limitation regarding prefix and suffix of Consolidated Leave with weekly and public holidays. The number of days of Consolidated Leave taken, will be deducted from the leave balance of the employee.

Accumulation

Consolidated Leave can be carried forward and accumulated upto a maximum period of 90 working days at any point. All Consolidated Leaves accumulated more than 90 days will automatically lapse.

Consolidated Leave entitlement will be reduced pro-rata for unauthorized absence or leave without pay.

For example:

On 1st March, 2023 an employee had a Consolidated Leave balance of 70 days. No leave was utilized during March.

On 1st April, 2023 leave for last year will get credited i.e. 28 leave. The total balance will be 98 (70 plus 28). Since at any point, accumulated Consolidated Leave cannot be more than 90, the extra 8 days of leave will lapse. The new balance for Consolidated Leave will be 90 days.

Leave Policy



Consolidated Leave

Encashment

Consolidated Leave can be encashed only at the time of separation of the employee. It will be encashed as per the formula –

[Basic per day at the time of separation * No. of accumulated Consolidated Leave]

Basic per day = Total monthly basic/30

For New joiners joining w.e.f. 1st April 2023

- If any employee resigns within the period of 1 year of service from their date of joining, any unutilized Consolidated Leave from the leave credited on the date of joining will not be considered for leave encashment
- If any employee resigns after completion of 1 year of service, unutilized Consolidated Leave (if any) from the initial Consolidated Leave credited on the date of joining, will be encashed on separation

While accumulated Consolidated Leave can be utilized as a working day leave, it is encashed as calendar day leave.

Leave Policy



Sick Leave

Sick Leave is a **calendar day leave**.

This policy is applicable to all Executives , Managers , Scientists and Specialists. For any Executive, where leaves are covered as part of any Union Settlement, the policy will not be applicable and only terms and conditions of the settlement will apply.

Purpose of Sick Leave

It should be availed by an employee only in the case of sickness and illness of the employee and not for reasons like late arrival, etc. Employee is expected to avail Consolidated Leave for any reason apart from Sickness and Maternity / Paternity / Adoption / Surrogacy.

Availing Sick Leave

In case, an employee takes more than 2 days of continuous Sick Leave they need to submit a medical certificate to the reporting manager on the day of resuming the duty. Also same needs to be uploaded in Solus Attendance System while updating attendance for said period.

Without proof, it will be taken as 'absence from duty without pay' at the discretion of the Management.

Leave Policy



Sick Leave

Prefix / Suffix

Sick Leave can be either Prefixed or Suffix, but not both.

Weekly off and paid holidays coming between period of Sick Leave shall be considered as Sick Leave since Sick Leave by nature is a calendar day leave.

Sick Leave of more than 10 continuous days will be approved by the concerned Functional Manager and HR Manager. Wherever deemed fit, the Company may assess the case through a company appointed doctor. At such point, company may decide the maximum leave that can be granted to the employee.

Encashment

Sick Leave cannot be encashed.

Leave Policy



Privilege Leave

Leave rules applicable to all Executives and Permanent Subordinate Staff (peons) at Sales units / RM Offices / DM Offices / Depots / RDC's across Asian Paints Limited.

Privilege Leave

Privilege Leave is a working day leave. Privilege Leave is earned by the employee for the days worked in the previous year. Privilege Leave is earned by an employee and is credited to their leave account in the current year for the period of employment in the previous financial year (except Consolidated Leave credited on date of joining for new joiners joining from 1st April 2023 onwards).

Application

Application for Privilege Leave for more than continuous 4 days shall reach the reporting manager at least 15 days in advance of the date on which the leave is to take effect.

Leave Policy



Privilege Leave

- Privilege Leave has to be availed for a minimum of 4 working days.
- Privilege Leave can be availed for any number of times in a year
- Privilege Leave entitlement will be reduced pro-rata for unauthorized absence or leave without pay
- It shall be mandatory for employees to avail continuous Privilege Leave of minimum of 4 days at least once during every year. If unavailed, these 4 days of Privilege Leave will lapse at the end of the year.
- This will not be applicable for those employees who have not yet completed one year of service

Encashment of Privilege Leave

- Privilege Leave can be en-cashed only on separation of an employee and such encashment will be made on the basis of last drawn salary (Basic salary) subject to a maximum of 120 days. (Exception to this rule are new joiners joined after 1st April 2023 – refer new joiners section)
- Privilege Leave shall be encashed as per this formula: (Monthly basic/30)* (Number of days of PL accumulated)
- While the accumulated Privilege Leave can be utilized as a working day leave, it is encashed as a calendar day leave

Leave Policy



Casual Leave

Casual Leave is a working day leave. It is credited to the employee at the start of the financial year.

Application and Sanction

Prior sanction needs to be obtained before taking such leave. In cases where prior approval cannot be obtained, the employee needs to inform their Reporting Manager of the absence from work and the duration of such absence.

Availing Casual Leave

- The number of working days for which the employee would avail Casual Leave shall be the number of days deducted from their leave balance i.e. no prefix or suffix will apply with regard to weekly holidays and public holidays while availing Casual Leave
- No leave of any other description can be combined with Casual Leave
- Casual Leave cannot be availed for more than three and half working days at a time

Accumulation and Encashment

- Casual Leave balance at the end of the year is not allowed to be carried forward
- Casual Leave balance cannot be encashed

Leave Policy



General rules

On promotions from Executive grade to Assistant Manager grade or Specialists in grade K01

On promotion from Executive to Assistant Manager or Specialist in grade K01, the leave structure will be aligned to the Managerial Leave structure. For those Executives for whom PL is applicable and are getting promoted to Assistant Manager or Specialist in grade K01, any excess PL above 90 days upto a limit of 120 days will be encashed. This will be ensured by the Central HR team.

On Transfer

When an employee moves from one location / function to another, the leave entitlement of the new location will apply. The excess days of leave, if any, will lapse and will not be encashed.

On Secondment to International Units

The leave balance for Consolidated Leave of employees being seconded to units from India, after 1st April, 2016, will be carried forward to the unit of transfer, and a debit note will be raised by the unit to India for the leave balance carried forward. The employee's current basic will be considered for this purpose. Frozen India Leave balance of employees seconded prior to 1st April, 2016, will not be impacted by this.

Any additional tax related to such transfer / carry forward of leave will be borne by the unit raising the debit note.

Leave Policy



General rules

Illustration

Employee is seconded to UAE on 1st May, 2016. Their current leave balance is 70 Consolidated Leaves in India. Employee is transferred to UAE with the same leave balance. (Unit raises a debit note for 70 Consolidated Leaves to India at the basic of employee on the date of transfer). However, In UAE, employee can earn / accumulate to a maximum of 90 Consolidated Leaves, which is the maximum limit for any employee.

Leave Travel Allowance

Employee can avail LTA exemption as per Income Tax rules. The company shall not specify any minimum number of days of Consolidated Leave for claiming exemption.

For Executives located in Sales and Field units– To claim LTA, the employee should have proceeded on Privilege Leave of four or more days in the same year.

Consideration

The calculated Consolidated Leave / Privilege Leave / Casual Leave in each case shall be rounded off to the first decimal place. Fractions from 0.1 to 0.4 shall be rounded off to 0, from 0.5 to 0.8 shall be rounded off to 0.5 and 0.9 shall be rounded off to 1.

Leave Policy



Frequently Asked Questions

Does an employee have to take leave for 6 continuous days only once in a fiscal year? Are these 6 continuous days or 6 continuous working days?

For all Vakola, SSC and R&T employees, it shall be mandatory to avail 5 continuous days of Consolidated Leave at least once during every year. For all non-unionized employees in plant locations, it shall be mandatory to avail 6 continuous days of Consolidated Leave at least once during every year. For Assistant Managers, Managers & Specialists in Sales locations, it shall be mandatory to avail 5.5 continuous days of Consolidated Leave at least once during every year. For Executives in Sales locations, it shall be mandatory to avail 4 days of Privilege Leave at least once during every year. If they are not availed, these 4, 5, 5.5 or 6 days of Consolidated Leave / Privilege Leave (as applicable) shall lapse at the end of the year.

Leave Policy



Frequently Asked Questions

Assume the employee is in Kasna Plant:

- The leave starts from 11th April
- 16th Apr, which is the weekly holiday, is not counted towards the total number of days of leave
- Let's say, 13th April is a declared holiday. A declared holiday is not counted towards the total number of days of leave
- In this case, the employee shall return to work on 19th April
- Hence, in this case, the number of days of leave for the employee shall be 6 continuous working days

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9-Apr	10-Apr	11-Apr	12-Apr	13-Apr	14-Apr	15-Apr
16-Apr	17-Apr	18-Apr	19-Apr	20-Apr	21-Apr	22-Apr

While an employee is mandated to take one 5/5.5/6 - continuous days of Consolidated Leave in a year, can the rest of the leave be taken on any working day with no other conditions?

Yes. The rest of the leave can be taken on any working day and in any number together as the employee desires. Thus, an employee can take $\frac{1}{2}$, 1, 2, 3, 4.... any number of days of leave as they wish. The leave has to be approved by the Reporting Manager keeping business continuity in mind.

Leave Policy



Frequently Asked Questions

How shall the leave be calculated and deducted in case an employee takes Consolidated Leave starting in one financial year and ending in the subsequent one?

Consolidated Leave falling on a particular day in the year shall be deducted from the leave balance for that year.

For Example:

- Let us say that an employee in a plant has taken leave starting from 28th March until 3rd April
- In this case, 4 days (28th March , 29th March, 30th March, 31st March) shall be deducted from the Consolidated Leave balance for that financial year
- The next 2 days (1st April & 3rd April) shall be deducted from the Consolidated Leave balance for the financial year starting on that 1st April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26-Mar	27-Mar	28-Mar	29-Mar	30-Mar	31-Mar	01-Apr
02-Apr	03-Apr	04-Apr	05-Apr	06-Apr	07-Apr	08-Apr

Leave Policy



Frequently Asked Questions

Can Consolidated Leaves be combined with the declared holidays that are announced in each fiscal by each unit of the company?

Yes. The leave can be combined with any of the declared holidays.

For Example:

- The leave starts from 10th April
- Let's say, 12th April is a declared holiday. In this case, the employee shall return to work on 14th April. A declared holiday is not counted towards the total number of days of leave
- Hence, in this case, the number of days of leave for the employee shall be 3 working days
- Please note that while employees are allowed to combine the Consolidated Leave with declared holidays, they are expected to avail such leave while ensuring business continuity. The Reporting Managers shall approve such leave while keeping the business imperatives in mind

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09-Apr	10-Apr	11-Apr	12-Apr	13-Apr	14-Apr	15-Apr

Leave Policy



Frequently Asked Questions

Can an employee combine Consolidated Leave and Sick Leave?

It is understood that Consolidated Leave is taken voluntarily by the employee while Sick Leave is an involuntary need of the employee. Any combination of both shall have to be necessarily and purely coincidental and shall require necessary approval from the Reporting Manager.

For Executives in sales locations, neither Casual Leave or Sick Leave can be combined with any other leave.

Can an employee combine multiple leave types while on extended leave?

All Employees who are applying for extended leave of 30 days or more (like Consolidated leave, Maternity leave, Sabbatical leave, extended child care leave, Sick leave due to prolonged illness) need to inform their respective BHR/Attendance team of the same. Such leave will be applied as a block (continually) from the back-end on the Solus attendance portal. The employee cannot combine any other form of leave, other than the one they have applied for, during this block. For example, an employee who has applied for Sabbatical leave will not be able to apply for Consolidated leave during the same period.

Leave Policy



Frequently Asked Questions

How shall the Consolidated Leave be calculated on transfer from one location (Plant) to another (HO Vakola /R&T, Turbhe / SSC) as these locations have different Consolidated Leave entitlements?

An employee shall earn Consolidated Leave on 1st April every year on the basis of the employment in the previous year. The Consolidated Leave earned shall be calculated pro-rata on the basis of the number of days of employment at the respective locations.

For Example:

- Let us say that an employee was transferred from Ankleshwar to HO / R&T / SSC on 9th June and that the employee has been continuously employed for that entire financial year
- Thus, the employee has seen two stints in the financial year : stint I from 1st April to 8th June at Ankleshwar and stint II from 9th June to 31st March at HO / R&T / SSC
- The Consolidated Leave earned for stint I in Ankleshwar shall be: 69 (no. of days in stint I) X 33 (annual entitlement for Ankleshwar) /365 = 6.24 ≈ 6
- The Consolidated Leave earned for stint II in HO / R&T / SSC shall be: 296 (no. of days in stint II) X 28 (annual entitlement for R&T, Turbhe, SSC) / 365 = 22.71 ≈ 22.5
- The calculated Consolidated Leave in each case shall be rounded off to the first decimal place. Fractions from 0.1 to 0.4 shall be rounded off to 0, from 0.5 to 0.8 shall be rounded off to 0.5 and 0.9 shall be rounded off to 1
- Thus, the total Consolidated Leave earned in this case shall be 6+22.5 = 28.5

Leave Policy



Frequently Asked Questions

What is the minimum number of days of Consolidated Leave / Privilege Leave to be availed without break for claiming LTA if an employee is claiming deduction for tax purposes?

The company shall not specify any 'minimum number of days of Consolidated Leave' for claiming exemption.

For Executives located in Sales and Field units– To claim LTA, the employee should have proceeded on Privilege Leave of four or more days in the same year.

How shall the Consolidated Leave be encashed on separation?

The number of Consolidated Leave accumulated shall be in working days. On separation, the Consolidated Leave shall be encashed using the formula [Basic pay per day at the time of separation] X [No. of days of Consolidated Leave accumulated]. Basic pay per day = Monthly Basic/30. The number of leave for encashment on a 'working day' basis may appear smaller than the no. of leave day encashment for calendar days, given that the same rate is used for encashment as before (Basic/30).



Maternity Leave Policy



MATERNITY LEAVE

Revised Date: 1st April, 2019

Responsible Party: **Corporate HR, Business HR**



Maternity Leave Policy



Purpose

This policy states the applicable leave benefits for the employees during Maternity.



Eligibility

It covers all eligible employees at Executive, Assistant Manager, Manager, Scientist & Specialist Level in the organization.

Benefits and Timelines

- Leave** - Employee is entitled to a maximum of 26 weeks leave for maternity, inclusive of pre and post-natal confinement. This leave is to be administered in accordance with the Maternity Benefit Act.
- Employees who are on Maternity Leave will be eligible for 26 weeks Maternity Leave in total**
- Combination with other leave** - Maternity Leave is allowed to be combined with Consolidated Leave / Privilege Leave. In case of sickness it can be combined with Sick Leave
- Miscarriage** - In the event of a miscarriage or medical termination of pregnancy, the employee is entitled to a leave of six weeks immediately following the day of miscarriage
- Tubectomy operation** - In the event of a tubectomy operation, the employee is entitled to a leave of two weeks immediately following the day of delivery of tubectomy operation



Maternity Leave Policy



Process to be followed for availing Maternity Leave

Employees proceeding on Maternity Leave are required to send a formal intimation mail marked to the following individuals:

**Employee's
Immediate
Reporting Manager**

**Divisional / Plant
HR for Respective
Function / Unit**

**Executive Handling
Central Payroll**

This needs to be done at least 2 months prior to the tentative date of proceeding on leave. This is required to ensure that any central communication and coordination can be done in time.

Maternity Leave Policy



Process to be followed while resuming from Maternity Leave

- **Returning to work**

It is required that the employee gets in touch with the Business HR at least 1 month before joining back from the Maternity Leave. On returning back to work, the employee would be given role as per the clauses in the appointment letter and may be different from the current role handled by them. HR and Immediate Manager would have a discussion with the employee and communicate the role expectations



Paternity Leave Policy



Revised Date: 1st April, 2019

Responsible Party: **Corporate HR, Business HR**

Paternity Leave Policy



Purpose

This policy provides details of Paternity Leave that can be availed by employees for child birth, adoption and surrogacy. This leave is to provide an opportunity to eligible employees to take care of the child or to support the spouse immediately following birth or adoption or surrogacy. Paternity leave can be availed in the case of miscarriage.



Eligibility

This policy is applicable to all non-unionized eligible employees (Team Members, Executives, Assistant Managers, Managers, Scientists, Specialists) at all Asian Paints locations including employees on probation.

Paternity Leave Policy



Entitlement

- All eligible employees of the company (including employees on probation) are entitled to 10 working days of Paid Leave for childbirth, adoption or surrogacy
- These 10 days may be availed at a stretch or in parts anytime within 2 months, basis Reporting Manager's sanction, from the day of child birth or from the day the adopted or the surrogate child arrives at home
- Consolidated Leave / Casual Leave / Privilege Leave can be clubbed with Paternity Leave



Administration

- Employee must intimate their Reporting Manager at least one month before the availing and get it sanctioned
- They should send a formal mail to the Attendance Team post delivery of child mentioning date of birth of the child along with email approval of Reporting Manager
- Attendance team, will credit the leave into the employee's account
- The employee can then apply for the same on Solus. This leave cannot be accumulated or encashed



Adoption & Surrogacy Leave Policy



Revised Date: 1st April, 2019

Responsible Party: **Corporate HR, Business HR**



Adoption & Surrogacy Leave Policy



Purpose

This policy provides the details of leave which can be availed by employees during adoption and surrogacy. This leave provides an opportunity to eligible employees to take care of the child and bond with them.



Entitlement

- All eligible employees of the company are entitled to 12 (twelve) weeks of leave for the adoption of a child irrespective of the age at which the child is adopted and for the care of the child born through surrogacy
- These 12 weeks would begin from the day the adopted or the surrogate child arrives home and would have to be utilized at a stretch
- Adoption and Surrogacy Leave may be combined with any other leave



Eligibility

This policy is applicable to all non-unionized women employees of the company including those on probation (Team Members, Executives, Assistant Managers, Managers, Scientists and Specialists).



Administration

- The employee must intimate their Reporting Manager at least one month before the commencement of leave and get it sanctioned
- This leave will not be debited to the account of the employee and cannot be encashed or accumulated
- This benefit will not be applicable to employees who already have two children. Proof of birth / adoption needs to be produced





Child Care Leave Policy



Revised Date: 1st April, 2019

Responsible Party: **Corporate HR, Business HR**



Child Care Policy



Purpose

The first year after the birth of a child is fairly demanding on the parents. While the standard leave along with Maternity, Paternity and Adoption Leave is adequate in majority of cases, there are some instances where more support is required. It is for such cases that specific child care leave is provided.



Eligibility

All confirmed non-unionized employees who are in the Executive Grade and above.

Child Care Policy



Entitlement

- Employees coming back from Maternity or Paternity Leave are eligible to take 12 days of child care leave within a period of 1 year post the date of child birth
- Employees who have adopted a child can also avail this leave post the adoption of the child

The following rules are applicable for availing such leave:

- Child Care Leave can be availed during the first year of child birth. However, one can apply for such a leave from the day the child is born till a period of 12 months, only post the exhaustion of the following number of leaves in the current year

Location	CL	PL	XL	Total
Sales units – Executives	15	24	-	39
Head Office / Turbhe/ SSC – Executives, Assistant Managers, Managers, Scientists & Specialists	-	-	28	28
Sales units – Assistant Managers, Managers & Specialists	-	-	31	31

Child Care Policy



Entitlement

Location	CL	PL	XL	Total
Plants – Executives, Assistant Managers, Managers, Scientists & Specialists	-	-	33	33
Executives at Sales Units (joined from Apr to Sept)	-	10	-	10
Executives at Sales Units (joined from Oct to Mar)	-	6	-	6
Head Office / Turbhe / SSC / Plants – Executives, Assistant Managers, Managers, Scientists & Specialists (joined from Apr to Sept of the FY)	-	-	10	10
Head Office / Turbhe / SSC / Plants – Executives, Assistant Managers, Managers, Scientists & Specialists (joined from Oct to Mar (of the FY)	-	-	6	6
Sales units – Assistant Managers, Managers & Specialists (joined from Apr to Sept) (of the FY)	-	-	10	10
Sales units – Assistant Managers, Managers & Specialists (joined from Oct to Mar (of the FY)	-	-	6	6

Child Care Policy



Administration

- Child care leave is not encashable
- Child care leave cannot be prefixed / suffixed with PL / CL / XL
- Child care leave is subject to a maximum cap of 3 working days in a month. This leave lapses on the completion of 12 months post the day of birth / adoption of the child and cannot be carried forward beyond the said duration
- Child care leave can only be availed once the employee intimates the date of child birth to the respective HR. Time office (attendance) keeping staff of their location needs to be informed for the purpose of records

Child Care Policy



Procedure

The employee needs to inform the superior while availing such leave. They need to formally intimate the date of child birth in writing to HR as well as the Time Office (Attendance) keeper/ department in that unit / location.

The administration and monitoring of the leave shall be done by the local HR / Time Office (Attendance) keeper in the respective location.

A large red circle with a white center, containing the Asian Paints logo and the title text. The circle is decorated with various black and white icons of children's toys like cars, puzzles, and teddy bears around its perimeter.

Extended Leave - Post Maternity Policy

A close-up photograph of a woman's hands holding a baby's hands. The woman's hands are larger and more wrinkled, while the baby's hands are smaller and smoother. They are all light-skinned. The background is a soft, out-of-focus beige.

Revised Date: 1st April, 2019

Responsible Party: **Corporate HR, Business HR**

Extended Leave - Post Maternity Policy



Purpose

This policy deals with the provision of authorized unpaid leave post maternity. Eligible employees coming back from Maternity Leave can request for unpaid leave post the exhaustion of Maternity Leave.



Eligibility

This can be availed by all non-unionized employees, who are in the 'Executive grade or above' and who stand confirmed in the services of Asian Paints Limited. This leave cannot be availed during probation or trainee period.

Entitlements and Timelines

- Eligible employees coming back from Maternity Leave can request for unpaid leave post the exhaustion of Maternity Leave
- The unpaid leave can be availed for a minimum period of 1 month and a maximum period of 12 months post the exhaustion of maternity leave
- The duration of such a leave shall be considered in calendar months and not otherwise
- The unpaid leave cannot be taken in a staggered manner for the said duration, and needs to be taken all at once. Also, there will be no extension of leave once the initial request is approved
- Management has the discretion to approve or reject such a leave after taking into account business exigencies, criticality of the role and a detailed discussion on the same with the Reporting Manager as well as the employee

Extended Leave - Post Maternity Policy



Pay rules during 'Extended Leave - Post Maternity'

The said leave shall be unpaid. The employee will not receive the following for the period of leave:

1. Any salary
2. Reimbursements
3. Any other allowances
4. Provident Fund contributions and other retiral benefits

- **Variable Pay or Bonus** - The variable pay /bonus shall be calculated on a pro-rated basis, post deducting the unpaid leave for the relevant financial year
- **Company Leased Housing or Car / Housing Loan subsidy**- The employee will not be eligible to avail company leased accommodation, car or housing loan subsidy in such a case. If the employee chooses to continue with the company leased accommodation or company leased car, they would need to write a cheque of the relevant amount back to the company

- **Leave Balance** - There shall be no other leave (for instance CL /XL / PL) that shall be credited to the employee for the duration for which one chooses to be on unpaid leave
- **Lien of Service** - Would be considered for the period while the employee is on such Unpaid Leave
- **Mediclaim and Personal Accident Insurance**- Employee and their dependents would remain covered under the Mediclaim Policy as well as Personal Accident Insurance Policy and can claim assistance if required during the period of the said leave
- There can be no "Alternate" or "Dual" employment that can be taken up by the employee during the said period

Extended Leave - Post Maternity Policy



Pay rules during 'Extended Leave - Post Maternity'

- **Intimation of Unpaid Leave**

The employee needs to request Immediate Manager and Business HR in writing at least 2 months before the date on which the Maternity Leave exhausts, about her intent of availing unpaid leave

- **Discussion and Approval**

Business HR and Immediate Manager would have a discussion with the employee and understand the current need and future plans. The management would then review the business exigencies and criticality of role and either approve or reject the request in writing. In case the request is accepted and approved, the employee would be intimated about the other relevant details

- **Returning to Work**

It is required that the employee gets in touch with the Business HR at least 1 month before joining back from the unpaid leave. On returning back to work, the employee would be allocated a role pertaining to their current grade (the grade at which employee opted for the leave). The role shall be given as per the clauses in the appointment letter and may be different from the current role handled by them. HR and Immediate Manager would have a discussion with the employee and communicate the role expectations

Extended Leave - Post Maternity Policy



Frequently Asked Questions

Whom does an employee need to contact post coming back from unpaid leave?

Post coming back from an unpaid leave, the employee has to contact their Reporting Manager as well as the Business HR.

It is required that the contact be made by the employee at least one month prior to the date of joining back from leave. In case of change of the previous Reporting Manager, the respective Business HR will forward the case to the concerned function and have a discussion with the employee regarding her role as well as the other details.

During the said period of unpaid leave post maternity, what all benefits are “Applicable” as well as “Not Applicable” to an employee?

The list of the same is enumerated below:

Benefits Applicable:

- Status “on rolls” of the company
- Enrollment in Mediclaim Policy
- Enrollment in Personal Accident Policy

Benefits Not Applicable:

- Salary
- Any reimbursements such as telephone, fuel etc.
- Provident Fund
- Housing Loan subsidy
- Company leased car and accommodation
- Any other benefit or allowances applicable for a working employee as such

Extended Leave - Post Maternity Policy



Frequently Asked Questions

What will happen to the leave status of an employee during the time of their unpaid leave as well as post returning from the same?

The details in context to the leave status of the employee are elaborated as follows:

Case: Employee in Vakola proceeds on an unpaid leave from 1st April 2023 and comes back on 30th September, 2023. As on 1st October, 2023, the leave status will be as illustrated below:

Extended Leave - Post Maternity Policy



Consolidated Leave

Details	No. of days of leave	Status
Leave Balance as on the date of proceeding on leave i.e. 1 st April 2023 (After adding earned XL of 28 days for FY 22-23)	38 days = 10 days (balance as on 31.3.23) + 28 days (earned XL for FY 22-23)	Shall remain frozen
1 st April 2023 – 30 th September 2023	0 days	No leave credited while on Unpaid Leave
Leave balance as on 1 st October 2023	38 days	Leave balance shall remain the same as, when the employee proceeded on Unpaid Leave
Leave balance as on 1 st April, 2024	Remaining leave balance (38) (assuming no leave consumed from 1.10.23 to 31.3.24) + New earned leave from the previous year (14) = 52	Remaining leave balance of 38 days added to the new earned leave from the previous year. These shall be credited for year 2024-25

Extended Leave - Post Maternity Policy



Consolidated Leave

What will happen to the rating of the employee who is on unpaid leave? How will the increment be affected due to the same?

If an employee works for 6 months or above in a particular financial year, the same shall be considered for their performance appraisal during that year. Increment for that year would also be as per the rating received for the year.

However, if an employee works for less than 6 months in a particular financial year, and is on an unpaid leave for the rest of the duration, the same shall not be considered for any performance review for that particular year. Also said employee shall not be eligible for any increment in salary in lieu of ratings.

What changes in the salary structure shall be applicable to the employee post joining back from an unpaid leave post maternity?

Once an employee joins back from an unpaid leave, one's basic shall remain the same as it was while proceeding on leave. All other allowances shall be as per the grade at which the employee joins back.

Extended Leave - Post Maternity Policy



Consolidated Leave

What if an employee wants to resign during the duration of such unpaid leave. What aspects shall have to be considered with respect to the same, in case an employee resigns during the period of the said leave?

- The duration of the unpaid leave would not be construed as the notice period
- The acceptance of resignation shall be as per discussion between the employee, Reporting Manager and the Business HR
- The employee will also have to payback the notice pay amount as per the standard guidelines of the company

For instance, the Maternity Leave of an employee gets exhausted on 20th June, 2023 and the employee proceeds on an unpaid leave for next 12 months, i.e. till 19th June, 2024.

In the interim, the employee wishes to resign from the services of the company (in October) and also gets an acceptance of resignation.

The following points shall be applicable to the employee:

- The employee shall be necessarily required to pay the notice pay amount as per the standard guidelines of the company. Serving the notice period shall not be an option given to the employee
- Settlement of all the other full and final amount shall be as per the normal rules of the company
- For the purpose of Gratuity calculation, the relieving date will be taken as the last date of working. For all other purposes, the date on which she proceeds for leave will be considered as the last date of working



Sabbatical Leave Policy

asianpaints

Sabbatical Leave

Revised Date: 1st April, 2019

Responsible Party: **Corporate Accounts, Corporate Admin, Business HR**

Sabbatical Leave Policy



Purpose

It is recognized by the organization that employees may wish to take a break from work to pursue higher education, a personal goal or manage a critical life priority. For such instances where support beyond the Annual Leave entitlement is required, the provision for availing 'Sabbatical Leave' can be availed.



Eligibility

The option of 'Sabbatical Leave' can be availed by all non-unionized employees, who are employed in the Executive grade or above and who have completed **at least 5 years of service** at Asian Paints Limited at the time of applying for such a leave.

Sabbatical Leave Policy



Benefit And Entitlement

Reasons for availing Sabbatical Leave - The Sabbatical Leave can be availed for pursuing higher education, a personal goal or manage a critical life priority. The Functional Head along with the Business HR will evaluate the request and accept or reject the request in writing.

*Terms and Conditions -

- The Sabbatical Leave is at the discretion of reporting hierarchy and is not an entitlement. Management has the discretion to approve or reject such Sabbatical Leave after considering business exigencies, criticality of the role, availability of the required team strength for business continuity and a detailed discussion on the same with the Reporting Manager as well as the employee
- The Sabbatical Leave can be availed for a minimum period of 3 months to a maximum period of 12 months from the date of proceeding on such a leave. The duration of such a leave shall be considered in calendar months

- The Sabbatical Leave can be availed only for pursuing higher education, a personal goal or to manage a critical life priority. The Functional Head along with Business HR would evaluate the request and accept or reject the request in writing. Once the request has been rejected, the employee cannot re-apply for the same reason and same period
- The minimum period between any 2 consecutive Sabbatical Leave cannot be less than 5 years. For example, if an employee is re-joining on 21st November, 2023 then he can only avail this option again on or after 21st November; 2028

Sabbatical Leave Policy



Benefit And Entitlement

- The Sabbatical Leave cannot be clubbed with any other leave. Employee for whom if Maternity Leave becomes a requirement in continuation of Sabbatical Leave, then the extended child care leave cannot be availed
- The Sabbatical Leave cannot be taken in a staggered manner for the said duration and needs to be taken all at once
There will be no extension of leave once the initial request is approved
- There can be no “**Alternate**” or “**Dual**” employment that can be taken up by the employee during the said period

Sabbatical Leave Policy



Benefit And Entitlement

Resignation During Sabbatical Leave

In case an employee resigns while on Sabbatical Leave and cannot return to serve the notice period, the concerned employee will have to pay the notice pay amount as per the standard guidelines of the company. For the purpose of Gratuity calculation, the relieving date will be taken as the last date of working. For all other purposes, the date on which said employee proceeds for Sabbatical Leave will be considered as the last date of working.

For example, an employee proceeds for Sabbatical Leave on 1st Oct 2023 but resigns during Sabbatical period and relieving date of said employee is 1st Jan 2024, the last date of working will be considered as 1st Oct 2023. Only for the purpose of Gratuity calculation, 1st Jan 2024 will be considered as last date of working.

Sabbatical Leave Policy



Pay Related Rules During Sabbatical Leave

The period of Sabbatical Leave shall be unpaid. The employee would not receive the following for the period of Sabbatical Leave :

- 1. Any salary**
- 2. Reimbursements**
- 3. Any other allowances of such nature**
- 4. Provident Fund contributions and other retiral benefits would not be applicable for such period**
- 5. Variable Pay/Bonus** - The variable pay / bonus shall be calculated on a pro-rated basis, post deducting the unpaid Sabbatical Leave for the relevant financial year.

- **Company Leased Accommodation or Car/Housing Loan Subsidy** - The employee would not be eligible to avail company leased accommodation, car or housing loan subsidy in such a case. If the employee chooses to continue with the company leased accommodation or company leased car, they would need to write a cheque of the relevant amount back to the company (Accounts Payroll Team). In case the employee lives in company owned accommodation, perquisite value, if any, will be applicable
- **Leave** - There shall be no other leave (for instance CL / XL / PL) that shall be credited to the employee for the duration for which one chooses to be on Sabbatical Leave. The leave balances at the time of proceeding on sabbatical would be considered to be frozen, and would continue when the employee rejoins

Sabbatical Leave Policy



Pay Related Rules During Sabbatical Leave

- **Lien of Service**- Would be considered for the period while the employee is on Sabbatical Leave
- **Mediclaim and Personal Accident Insurance** - Employee and their dependents would remain covered under the Mediclaim Policy as well as Personal Accident Insurance Policy and can claim assistance if required during the period of the said leave. Employee needs to follow the applicable process as per the relevant policies for making such claims
- **Laptop** – Managers, Assistant Managers, Scientists, Specialists and applicable Executives should surrender the laptop for the sabbatical period. The same may be handed over to the IT team. The same would be reissued to the employee on re-joining after the sabbatical

Sabbatical Leave Policy



Administration of Sabbatical Leave

- 1. Application** - The employee needs to request the management (Immediate Manager/s and Business HR) in writing at least 3 months before the date on which they intend to proceed on a Sabbatical Leave, about their intent of availing Sabbatical Leave and the purpose for the same.
- 2. Discussion and Approval** – Functional VP / General Manager, Business HR and the Immediate Manager shall have a discussion with, provide approval and sanction to the employee and understand the current need and future plans. After assessing the feasibility of accommodating the employee's application, basis the business exigencies and criticality of role they would either approve or reject the request in writing. In case the request is approved, employee would be informed about the approval.

Sabbatical Leave Policy



Administration of Sabbatical Leave

3. Informing Corporate ELC Team, Application Form and Clearance Form

- For necessary processes related to payroll and other closures before proceeding on sabbatical, the Reporting Manager of the employee or Business HR needs to inform the Corporate ELC team about the approved sabbatical period, at least 2 months in advance
- On having received the intimation, the ELC team would share an application form along with a clearance form with the employee within 2 days
- The employee is expected to coordinate with the respective teams (as indicated in the clearance form) to settle the recovery amounts and get the necessary approvals. The completed form, with all the dues settled must be submitted to the ELC team at least one week in advance of proceeding on sabbatical by the employee
- On receipt of the completed clearance form, the employee would be issued a letter for proceeding on Sabbatical Leave. This letter would be issued by the ELC team, 3 days prior to the starting of the Sabbatical Leave

Any escalations related to the above process and timelines, if required needs to be made to the Functional Managers (M4/P09/S09/K09 and above) of the respective teams.

For any clarification related to this policy the Business HR or Central Policy Team may be approached.

Sabbatical Leave Policy



Administration of Sabbatical Leave

4. Returning to work

It is required that the employee gets in touch with the Business HR at least 2 months before joining back from the Sabbatical Leave. On returning, the employee would be allocated a role pertaining to their last grade (the grade at which they opted for the Sabbatical Leave). The role will be given as per current business requirements and available openings at that point and can be different from the previous role handled by them. HR and Immediate Reporting Manager shall have a discussion with the employee and communicate the role expectations.

Sabbatical Leave Policy

Annexure - 1

Annexure I SABBATICAL LEAVE APPLICATION FORM

Employee Code: _____

Date: _____

Designation: _____

Department: _____

I, _____ request for a Sabbatical Leave for a period of _____ (duration) from
to _____. The reason(s) for the requested Sabbatical Leave is/are follows:

I fully intend to return to Asian Paints Ltd post the completion of this leave. I will contact the Business HR as well as my Reporting Manager 2 months before the completion of my Sabbatical Leave, to understand the possible role on my return to the organization.

Signature: _____
Date: _____
(Employee)

Signature: _____
Date: _____
(Reporting Manager)

Sabbatical Leave Policy

Annexure - 1

Section 1: Recoveries to be made from the employee:
(Employee to obtain information on the following from the concerned authority)

Recovery Heads	Amount	Receipt Details Status (Verified & Countersigned by)	Team
Salary Advance			Accounts Payroll
Recovery against Company Owned/Leased Accommodation			Accounts Payroll
Company Leased Car (Recovery, if any as per the option Exercised below)			Admin Team
Tour Advance / Ticket Booked			SSC
Tour A/c Balance			SSC
Any other recoveries (Tel. Reimbursement /Fuel etc.)			SSC
Leave Status (At the time of proceeding on Sabbatical)			Attendance Team

Sabbatical Leave Policy



Annexure - 1

Car Scheme

(to be filled in by Managers / Scientists / Specialists who own leased cars under the Car Scheme) I am exercising the following option. (Please tick as applicable):

1. Foreclosing the lease and paying up a predetermined Lease Terminal Value to the Asset / Fleet Management Company and purchase the vehicle
2. Allowing the Asset / Fleet Management Company to sell the car off in the market and pay up the difference between the Lease Terminal Value as applicable and the market rate
3. Continue with the Company leased Car during the Sabbatical Period

Housing

(to be filled in by Managers / Scientists /Specialists who are availing company provided accommodation)

1. Continue in the company owned / leased accommodation
2. Vacate the house for the period
(In case of Company leased Accommodation, the employee is expected to adhere to the timelines of giving notice for vacating the company leased flat as per the agreed terms of the contract. Any cost arising out of not abiding by the terms as per the CLA contract will have be borne by the Employee.)

Sabbatical Leave Policy

Annexure - 1

Signature of the Employee: _____

Signature of the Manager/Assistant Manager – Administration: _____

Mailing address of the employee (please provide telephone number and email ID):

Employee Name:

HR Manager/Assistant Manager Name:

Signature of the Employee:

Signature of the HR Manager/Assistant Manager:

Date: _____

Sabbatical Leave Policy

Sabbatical Leave Letter

To,
Name: _____

Date: _____
Employee Code: _____

Address: _____

Subject: 'Sabbatical Leave'

Dear _____,

This is in response to the application form submitted by you on _____ requesting for a Sabbatical Leave for _____ months.
We are pleased to inform you that management has considered your request and hereby approves a Sabbatical Leave from _____ to _____.
Your Leave balance as on _____ is as follows:

1. Leave Type 1 : Sick Leave(SL) : _____ days
2. Leave Type 2 : Consolidated Leave(XL) : _____ days

As part of the policy, the same stands frozen as on the date of proceeding on the Sabbatical Leave.
You can also find the detailed policy on the 'Sabbatical Leave' as well as the 'FAQ document' attached in the 'Annexure' for your reference.
Wishing you all the best for your future endeavors.

For Asian Paints Ltd,

Name : _____

Designation: Chief Human Resources Officer

Signature: _____

Sabbatical Leave Policy



Frequently Asked Questions

Who does an employee need to contact after coming back from Sabbatical Leave?

Employee is expected to contact their Business HR and Reporting Manager at least two months prior to the date of joining back from leave. In case of change of the previous Reporting Manager, the respective Business HR will forward the case to the concerned function and have a discussion with the employee regarding their role as well as the other details

During the said period of the Sabbatical Leave, what all benefits are 'applicable' as well as 'not applicable' to an employee?

The list of the same is enumerated below:

Benefits applicable:

- Status "on rolls" of the company
- Enrollment in Mediclaim Policy
- Enrollment in Personal Accident Policy

Benefits not applicable:

- Salary
- Any reimbursements such as telephone, fuel etc.
- Provident Fund
- Housing Loan Subsidy
- Company leased car and accommodation. If the employee chooses to continue with the company leased accommodation or company leased car, they would need to write a cheque of the relevant amount back to the company.
- Any other benefit or allowances applicable for a working employee such as telephone reimbursement, fuel reimbursement and paint discount, etc.

Sabbatical Leave Policy



Frequently Asked Questions

What will happen to the rating of an employee who is on a Sabbatical Leave?

How will their increment be affected due to the same?

If an employee works for 6 months or above in a particular financial year, the same shall be considered for their performance appraisal during that year. The increment for that year would also be as per the rating received for the year.

However, if an employee works for less than 6 months in a particular financial year, and is on Sabbatical Leave for the rest of the duration, the same shall not be considered for any performance review for that particular year. Said employee shall also not be eligible for any increment in any salary components in lieu of ratings.

What changes in the salary structure shall be applicable to the employee once they joins back from Sabbatical Leave?

Once an employee joins back after a Sabbatical, their Basic shall remain the same as it was while proceeding on leave. All other allowances shall be as per the grade at which the employee joins back.

Sabbatical Leave Policy



Frequently Asked Questions

What should be done if an employee wants to resign during the duration of a Sabbatical Leave?

In case an employee resigns during the period of the Sabbatical Leave:

- The duration of the Sabbatical will not be construed as the notice period
- The acceptance of resignation shall be as per discussion between the employee, the Reporting Manager and the Business HR
- In case an employee resigns while on Sabbatical Leave, and cannot return to serve the notice period, the employee will have to pay the notice pay amount as per the standard guidelines of the company. The date on which they proceed for Sabbatical Leave would be considered as the last date of working and the duration of the leave would be considered for Gratuity
- Settlement of all the other full and final amount shall be as per the normal rules of the company

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intentionally kept blank

A red decorative banner on the left side of the slide features various icons related to travel and business, such as a magnifying glass over a chart, people, a speech bubble, gears, and a suitcase. It has a large white circle in the center containing the title text.

Domestic Travel Policy

A photograph of a white commercial airplane flying through a sky filled with warm, golden-orange clouds at sunset or sunrise. The plane's engine and wing are visible on the right side of the frame.

Revised Date: 1st April, 2023

Responsible Party: **Business HR, SSC**

Domestic Travel Policy



Purpose

To detail the reimbursements applicable and the procedure to claim them when an employee is undertaking a business tour.



Eligibility

- This policy is applicable to all Executives, Assistant Managers, Managers, Scientists and Specialists at Vakola, Kalpataru, SSC, Turbhe, all Sales and Manufacturing locations who are undertaking a tour in connection with the company's business. It is applicable to non-unionized Executives in Taloja, Penta and Ankleshwar
- In cases where an employee is required to be on tour for a period exceeding a fortnight, the same must be sanctioned by the concerned Functional Manager



Domestic Travel Policy



Eligibility

- In cases where the circumstances result in the Assistant Managers / Managers / Scientists / Specialists exceeding specified limits mentioned in this policy, the same must be sanctioned by the concerned Functional Reporting Manager and above.
- All employees who have declared their partners in the Group Mediclaim Policy will now be able to claim the same benefits which are currently applicable to spouses under this policy. Wherever mentioned the policy, Partner refers to 'same sex partner', 'live-in partner' and any other similar relationship that may be equivalent to a spouse or partner.

Domestic Travel Policy



Entitlement

Employees are entitled to the following allowances depending on stay and travel. All these have been described in detail below:

Grade	Assistant Managers, Scientists, Specialists & Managers	Executives
Travel	<u>Air / Railways</u> <u>Cabs – Taxi</u> <u>Local Travel</u> <u>Journey Allowance</u>	<u>Railways / Bus / Air</u> <u>Cabs – Taxi</u> <u>Local Travel</u>
Lodging	<u>Hotel</u> <u>Guest House</u> <u>Own Arrangement</u>	<u>Hotel</u> <u>Guest House</u>
Boarding – Food and Refreshment	<u>Food and Refreshment</u> <u>Staying in Guest House</u> <u>Staying at own arrangement</u>	<u>Ex-HQ allowance</u> <u>Additional allowance</u> <u>Staying at own arrangement</u>
Others Allowances	<u>Incidental</u> <u>Laundry</u> <u>Travel for Training etc.</u>	<u>Travel for Training etc.</u> <u>Taxi usage for SSEs and DSEs</u>



Domestic Travel Policy



Definition

A few definitions which will help in understanding the policy are provided below:

Local Travel	Visits to suburbs with well-organized and efficient transport services will be local travel and NOT tours. For Sales Executives, monthly allowances like PPSL and Fuel Allowances are expected to defray the expenses on such visits. Allowances / Reimbursements like Journey Fare, Ex-HQ allowance etc. cannot be claimed in such cases. For all Non-Sales Executives - Local conveyance should be claimed as per actuals. Economical mode of transport must be used.
Headquarter (HQ) Town	These are classified as towns where a particular Executive is posted.
Ex-HQ Tour	This is classified as travel where an Executive proceeds on tour and returns within 6 to 12 hours on the same day.
Overnight Tour	These are classified as tours where an Executive is required to stay overnight in order to finish work the next day. For overnight tours, eligibilities are same for Sales and Non-Sales Executive.



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Domestic Travel Policy



Travel

Mode of Travel

Grade	Air	Railways / Bus
M1/M2	Air-Business Class	I-AC
M3/M4/M5	Air-Economy Class	I-AC
M6 / MT / AMT / AM	Air-Economy Class	I-AC
P06 / P07 / P08 / P09 / P10 / P11 / S06 / S07 / S08 / S09 / S10 / S11 / K06 / K07 / K08 / K09 / K10 / K11	Air-Economy Class	I-AC
P01 / P02 / P03 / P04 / P05 / S03 / S04 / S05 / K01 / K02 / K03 / K04 / K05	Air-Economy Class	I-AC
Executives	Subject to conditions mentioned below	II-AC rail or Bus



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Domestic Travel Policy



Travel

Conditions of usage:

- Employees are expected to plan their travel and book their tickets in advance to avail lower fares
- It is necessary to provide original / photocopies of the ticket/s as proof of travel in travel bill and mention purpose of travel in clear, concise manner in travel Reimbursement Claim
- The journey fare can be claimed by the employee as per the mode of travel indicated in the above table. When travel bookings / cancellations are done through agents or the company, procedures applicable at the relevant establishment (including ticket requisition and cancellation formats) shall be adhered to
- In case of travel, Seat Reservation (Aisle, Window etc.) charges shall not be reimbursable
- The authority to sanction “no-show” for air travel and railway travel expenses on tickets (only in cases of emergency) is vested at the level of General Managers / Vice Presidents for Assistant Managers, Managers, Scientists, Specialists and functional M4 / P9 / S9 / K9 or above grade for Executives. For waiver, an e-mail is to be sent with reasons to the General Manager / Vice Presidents who will send it to SSC with approval or disapproval, as the case may be. Other cancellation charges may be passed at the discretion of the immediate reporting manager.



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Domestic Travel Policy



Travel

Conditions of usage:

- In case of train travel, premium tatkal ticket booking has to be done with prior approval of respective M4 / P9 / S9 / K9 or above grade.
- Employees are expected to use the facility of a 'season' ticket whenever frequency of travel on specific routes is high.
- For employee in grade AM and above / P01 and above, Scientists in grade S03 and above, Specialists in grade K01 and above travel by air other than by the economy class will require prior sanction of the concerned Vice President.

Flight Travel by Executives:

- For official work, flight travel is allowed for all Executives travelling to the North East, Andaman Islands and the valley region of Kashmir. This is due to lack of connectivity for these locations. For transfers, either from/to locations in the North East, Kashmir, the below conditions will need to be fulfilled for flight travel for self and family.
- If the train travel time greater than 12 hours, the concerned M5 / S6 / P6 / K6 or above Grade can approve flight travel. The conditions for sanction of flight travel are mentioned below:
- Only the train route distance will be taken for calculating 12 hours. The entire journey may involve train travel combined with auto/bus/any other means of transport but that will not be counted in calculating the 12 hour time period. This does not cover travel time from home to airport or airport to destination location



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Domestic Travel Policy



Travel

Conditions of usage:

- If connectivity through a single train between two locations is absent and multiple trains with waiting time is needed to complete the journey, then in place of the longer train journey, flight travel can be used
- The lowest time required by a commonly used train will be taken. (Trains which runs for 7 days will be considered). For example: If there are 2 trains where one runs for 11 hours and 30 minutes and another runs for 12 hours 55 minutes, the first train will be considered for travel and hence this trip will not come under flight travel.
- In case of transfer, Executives and their family (Partner and Children) can travel by flight subject to the conditions mentioned above. The Reimbursement of the cost of flight tickets will either be the actual price of the air fare or the cost of II AC train fare, between old location (pre-transfer) to new location (post-transfer), whichever is lower. While submitting the claim, Executive will need to submit proof of M5 / S6 / P6 / K6 or above Grade approval, copy of the flight tickets and proof of railway fare for the same day (from the IRCTC website), between the old & new location.
- **Train delays** - Train delays will not be taken into account in the implementation of the policy



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Domestic Travel Policy



Travel

- **Safety for Employees** - Overnight train travel is considered safe for all employees
- **For Development programs organized by HR** - For Executives attending the ECA and LEAD programs or any other program organized centrally, air travel can be availed of by outstation Executives only as per the guidelines listed above
- **In case of any exigency** like train non-availability, medical reasons, safety etc. Flight travel can be approved by Functional M4 / P9 / S9 / K9 or above Grade as an exception. This will apply for any other exceptional situation not defined or predicted by the policy



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Domestic Travel Policy



Cabs / Taxi

Cadre	Cabs/Taxi
Assistant Managers, Managers, Scientists, and Specialists	<ul style="list-style-type: none"> For travel that involves a distance beyond 50 kms, travel by air, train or deluxe bus should be preferred. However, where such travel needs to be done through taxis, AC tourist taxis (private taxis) may be hired. In case of the above, or in cases where a tourist taxi is hired for the purpose of local conveyance while on tour, these expenses are to be claimed as per the Rent-a-car policy. Assistant Managers & above including Assistant Management Trainee & Management Trainee, Scientists and Specialists can use AC cars.
Executives	<ul style="list-style-type: none"> Shared Taxi - Shared taxis may be used provided that fare incurred does not exceed the permissible rail fare between the two points. Usage of tourist taxi (private taxis) by Executives needs to be specifically approved by manager in M5 / S6 / P6 / K6 or above Grade.



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Local Travel

Cadre	Travel
Assistant Managers, Managers, Scientists and Specialists	<ul style="list-style-type: none"> Assistant Managers, Managers, Scientists and Specialists, on tour, can claim local conveyance expenses (i.e. metered taxies / auto rickshaw tariffs), under local conveyance expenses. In cases where taxi bill is not available, taxi details need to be mentioned like from and to destination while applying for Reimbursement. If it involves multiple days of travel, each travel should be claimed separately for each date, with from and to destinations on the reimbursement portal.
Executives	<ul style="list-style-type: none"> Executives on tour (either Ex-HQ or Overnight tour) are expected to defray their local travel expenses through Ex-HQ allowance or Additional allowance as applicable. Taxi on actuals in certain cases – Taxi can be availed of and claimed based on actual expenses for travel undertaken from: <ol style="list-style-type: none"> Kolkata to Almega OPC & back. Srinagar airport to visit location & back. Airport in North East to visit location & back. <p>These claims for taxi should be supported by actual bills.</p> <p>Cabs can be taken by women employees in case local travel on tour goes beyond 8 PM. In case of safety concerns, during visits to remote areas or OPC's etc. women employees can take cabs on M4 / P9 / S9 / K9 or above Grade approval.</p>



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Domestic Travel Policy



Journey Allowance (Applicable only for Assistant Managers, Managers, Scientists and Specialists)

- Assistant Managers, Managers, Scientists and Specialists can claim Journey Allowance at actuals up to a maximum of Rs. 100/- per day across modes of travel and across all grades.
- The Journey Allowance is intended to defray expenses incurred during a journey or during changeovers to be made and hence need not necessarily be supported by bills / vouchers
- The Journey Allowance will be taxed in the hands of the employee.



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Domestic Travel Policy



Lodging

Ex-headquarter tour (applicable only for Executives)

1. If an Executive proceeds on tour and returns the same day and the duration of the tour is greater than 6 hours, then Ex-HQ allowance is payable.
2. If a Sales Executive proceeds on tour for a duration of less than 6 hours, then the Executive cannot claim Ex-HQ allowance but can claim PPSL and Fuel allowance for that day.
3. The Executive can get the Journey fares reimbursed in case of tour out of the headquarter town irrespective of the duration of the tour.
4. Ex-HQ allowance is to defray expenses on meals and local travel at HQ town and visit location

Allowance	Senior Executive, Divisional Service Executive, Senior/Principal Design Executive, Senior/Principal Design Executive II, Senior/Principal Executive - Systems Development, State Head - Bath Division	Executive I, Executive II/IIA, Regional Service Executive, Executive II - Systems Development, Bath Division - Senior Sales Executive, Chief Sales Executive, Senior Service Executive, Service Coordinator	Executive N	SG and others
Ex-HQ Allowance	Rs 850/-	Rs 800/-	Rs 550/-	Rs 275/-



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Domestic Travel Policy



Lodging

- Employees can provide supporting proof / bills for the expenses incurred. The amount for which bills are submitted will be reimbursed and hence will not be taxed. Tax will be charged only on the remaining amount. If the employee provides no bills, then the entire allowance will be taxed
- Employees can claim local travel on actuals to & fro from airport in both the HQ town and the visit location while traveling by flight. Local travel on actuals can also be claimed, in both the HQ town and the visit location, to & fro from railway station while traveling by train during odd hours. Local travel on actuals cannot be claimed while travelling by bus



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Domestic Travel Policy



Lodging

- For the purpose of this policy, odd hour travel will be defined as a journey undertaken between 8 pm and 8 am. The arrival /departure time of the train at the station would be considered for determining odd hour travel
- There will be a deduction of Rs.125/- from Ex-HQ allowance when employees claim local travel on actuals, in both the above cases. In these cases, if the Executive submits bills for food/local travel, the amount for which bills are submitted will be reimbursed and hence will not be taxed. The remaining Ex-HQ allowance (after reduction of Rs. 125 & the amount for which bills are submitted), will be taxed



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Domestic Travel Policy



Lodging

Stay during overnight tour

There are two options for stay during overnight tour

Option 1 – Stay in Hotel

Tariffs for most hotel chains have been negotiated. If for some reason an employee cannot stay in an approved hotel, they may stay in any other hotel where the tariff is not more than the limit as specified below:

Grades	Single Occupancy limits		Double Occupancy limits (for 2 employees)	
	Metros (in Rs.) (excluding taxes)	Non Metros (in Rs.) (excluding taxes)	Metros (in Rs.) (excluding taxes)	Non Metros (in Rs.) (excluding taxes)
M1/M2	18000	11500	NA	NA
M3/M4/M5	13500	7000	NA	NA



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Domestic Travel Policy



Lodging

Grades	Single Occupancy limits		Double Occupancy limits (for 2 employees)	
	Metros (in Rs.) (excluding taxes)	Non Metros (in Rs.) (excluding taxes)	Metros (in Rs.) (excluding taxes)	Non Metros (in Rs.) (excluding taxes)
M6/MT/AM/AMT	8000	5500	9000	6500
P06 / P07 / P08 / P09 / P10 / P11 / S06 / S07 / S08 / S09 / S10 / S11 / K06 / K07 / K08 / K09 / K10 / K11	13500	7000	NA	NA
P01 / P02 / P03 / P04 / P05 / S03 / S04 / S05 / K01 / K02 / K03 / K04 / K05	8000	5500	9000	6500



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Domestic Travel Policy



Lodging

Grades	Single Occupancy limits		Double Occupancy limits (for 2 employees)	
	Metros (in Rs.) (excluding taxes)	Non Metros (in Rs.) (excluding taxes)	Metros (in Rs.) (excluding taxes)	Non Metros (in Rs.) (excluding taxes)
Senior Executive, Divisional Service Executive, Senior/Principal Design Executive, Senior/Principal Design Executive II, Senior/Principal Executive - Systems Development, State Head - Bath Division	4600	2800	5300	3000
Executive I, Executive II/IIA, Regional Service Executive, Executive II - Systems Development, Bath Division - Senior Sales Executive, Chief Sales Executive, Senior Service Executive, Service Coordinator	4000	2500	4600	2800
Executive N	3000	1900	3800	2500
SG and Others	1500	800	2100	1100



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Domestic Travel Policy



Lodging

The city classification has been done for the purpose of all claims related to accommodation and additional allowance as applicable:

City Classification

Metro

Mumbai (including Vashi, Panvel, Kalyan, Thane, Taloja, Turbhe), Delhi, Gurgaon, Noida, Ghaziabad, Faridabad, Bangalore, Chennai, Kolkata, Hyderabad

Non Metro

All other cities in India + all cities in Nepal, Bhutan



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Domestic Travel Policy



Lodging

Note:

Hotel reservations may be made through instant reservation facilities offered by these hotel chains.

Hotel reservation done through aggregator websites - In case the hotel reservation is done online through various aggregator websites, the acknowledgement receipt of stay from the hotel will be needed for claim settlement. Only online generated confirmation mail or voucher will not be considered sufficient for claiming the Reimbursement.

Daily tariff limits specified in the table above are inclusive of any applicable aggregator charges.

All expenses are reimbursable on production of relevant bills.

Executives / AMT / MT / AM / M6 / P01 / P02 / P03 / P04 / P05 / S03 / S04 / S05 / K01 / K02 / K03 / K04 / K05 travelling in group are expected to stay in double occupancy rooms. Single occupancy may be availed of only after exhausting the double occupancy option. M5 & above, P06 & above, S06 & above and K06 & above can avail single occupancy rooms.

Exception approval by M5 / P6 / S6 / K6 or above Grade in cases of non-metro hotel stay (applicable to Executives) - In non-metro cities when seasonal factors lead to a surge in tariff of hotel rooms, Executive on tour to a non-metro city can book hotel rooms to a maximum of metro hotel eligibilities as applicable to their grade. This has to be approved by the concerned M5 / P6 / S6 / K6 or above Grade before submitting the claims to SSC.



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Domestic Travel Policy



Hotel Membership

In cases, where the employees has purchased Hotel Membership for self by paying monthly subscription fees, the same cannot be shared and availed by other employees. The actual billing rate for Hotel stay has been found to be of higher amount in these instances. Hence, this cannot be claimed.



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Domestic Travel Policy



Lodging

Option 2 – Stay in Company Guest House

At locations where the company guesthouses are in operation, Assistant Managers, Managers, Scientists, Specialists may stay there. Accommodation allowance in case of company Guest house has been given below. These need not be supported by bills while claiming Reimbursement. This amount is to defray food and other expenses.

Accommodation allowance per day – Company Guest house	
Cadre	Accommodation Allowance
Assistant Managers, Managers, Specialists, Scientists	250
Senior Executive / Executive – II / Executive-I / Solution Lead / Programmer Analyst	200



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Domestic Travel Policy



Boarding Additional Allowance (applicable only for Executive)

Additional Allowance (applicable only for Executive)

This allowance is to cover expenses incurred on local travel at local towns and visit location as well as laundry and meals. It can be claimed while staying in a hotel or a guest house. Employees should not claim expenses for foods (including packaged food) meant for consumption after the end of the journey.

Additional allowance	Senior Executive, Divisional Service Executive, Senior/Principal Design Executive, Senior/Principal Design Executive II, Senior/Principal Executive - Systems Development, State Head - Bath Division	Executive I, Executive II/IIA, Regional Service Executive, Executive II - Systems Development, Bath Division - Senior Sales Executive, Chief Sales Executive, Senior Service Executive, Service Coordinator	Executive N	SG & Others
Metro	1350	1250	750	500
Non Metro	1150	1050	650	400



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Domestic Travel Policy



Boarding Additional Allowance (applicable only for Executive)

- Employees can provide supporting / bills for the expenses incurred. The amount for which bills are submitted will be reimbursed and hence will not be taxed. Tax will be charged on only the remaining amount. If the employee provides no bills, then the entire allowance will be taxed
- Metro rail passes can be availed of for local travel at local towns and visit locations in applicable cities within the above limits of additional allowance.
- Employees can claim local travel on actuals, to & fro from airport in both the HQ town and the visit location while traveling by flight. Local travel on actuals can also be claimed, in both the HQ town and the visit location, to & fro from railway station while traveling by train during odd hours. There will be a deduction of Rs.125/- from additional allowance when employees claim local travel on actuals, in both these cases. In these cases, as well, if the Executive submits bills for food / local travel, the amount for which bills are submitted will be reimbursed and hence will not be taxed. The remaining additional allowance (after reduction of Rs. 125 & the amount for which bills are submitted), will be taxed
- Odd hour travel will be defined as a journey undertaken between 8 pm and 8 am. The arrival / departure time of the train at the station would be considered for determining odd hour travel. Local travel on actuals cannot be claimed while travelling by bus



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Domestic Travel Policy



Boarding Additional Allowance (applicable only for Executive)

- This allowance is payable for every 24-hour period beginning with time of departure from the HQ town. On the last day of the tour, after the last 24-hour period ends, the additional allowance payable will be:

Journey time	Additional allowance payable
Over 12 hours but less than 24 hours	100% of additional allowance
Over 4 hours but less than 12 hours	50% of additional allowance
Less than 4 hours	Zero additional allowance



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Domestic Travel Policy



Food and Refreshment (Applicable only for Assistant Managers, Managers, Scientists and Specialists)

In case of overnight stay, Assistant Managers / Managers / Scientists / Specialists can claim actual expenses on food & refreshments per day upto the limit specified below:

Grade	Metros	Non - Metros
M5 and above	Actuals	Actuals
P06 and above, S06 and above, K06 and above	Actuals	Actuals
M6 / MT / AM / AMT	1800	1500
P01 / P02 / P03 / P04 / P05 / S03 / S04 / S05 / K01 / K02 / K03 / K04 / K05	1800	1500

The above amounts are to cover the cost of food during travel and are to be necessarily claimed on actuals subject to the applicable limits with the relevant supporting bills. The amounts mentioned are inclusive of all applicable taxes.



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Domestic Travel Policy



Food and Refreshment (Applicable only for Assistant Managers, Managers, Scientists and Specialists)

- These amounts are meant to defray expenses on food consumed during the journey. Employees should not claim expenses for foods (including packaged food) meant for consumption after the end of the journey
- Itemized food bill :** All food bills during travel needs to be supported with itemized bills for settling the claim. Even if the amount for food is mentioned on the hotel bill, the itemized bill will be required for claim settlement
- In cases where overnight stay is not involved, the expenses on food and refreshment on actuals may be claimed by M6 / MT / AM / AMT / P01 / P02 / P03 / P04 / P05 / S03 / S04 / S05 / K01 / K02 / K03 / K04 / K05 as follows:

Tour Period	Applicable Allowance for food
>12 hours	100 %
8 – 12 hours	75 %
4 - 8 hours	50 %



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Domestic Travel Policy



Own Arrangements

- Assistant Managers, Managers, Scientists and Specialists are eligible.**
- Actual expenses incurred on food and refreshments subject to the limits outlined above,
or
- A Fixed Daily Allowance as outlined below:

Grade	Metro	Non Metro
M1 / M2	5000	4000
M3 / M4 / M5	3500	2500
P06 / P07 / P08 / P09 / P10 / P11 / S06 / S07 / S08 / S09 / S10 / S11 / K06 / K07 / K08 / K09 / K10 / K11	3500	2500
M6 / MT / AM / AMT	2000	1500
P01 / P02 / P03 / P04 / P05 / S03 / S04 / S05 / K01 / K02 / K03 / K04 / K05	2000	1500



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Domestic Travel Policy



Own Arrangements

- Employees should exercise prudence while availing the FDA and use it for the stated purpose of the policy. It should be used only when overnight stay is necessitated for work purposes. FDA will be taxed in the hands of the employee
- In the case of transfer and relocation if the employees opt for own arrangement, the FDA coverage for the spouse would be similar to the employee whereas for the dependent children, it is 50% per child up to the age of 10
- Executives**
If an Executive makes own stay arrangements, only the Additional allowance will be paid. No other allowance will be paid



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Domestic Travel Policy



Other Allowances

Incidentals (Applicable only for Assistant Managers, Managers, Scientists and Specialists)

When an Assistant Manager / Manager / Scientist / Specialist stays in a hotel while on tour, incidentals upto a maximum of Rs. 100 per day for Assistant Managers and above may be billed without vouchers. Such incidentals will be towards expenses like tips. Tips are not to be claimed separately. In cases, where 2 employees are sharing a double occupancy room, Incidentals can be claimed by only one of them.

Incidental allowance will be taxed in the hands of the employee.

Bar and cigarette expenses will not be reimbursable.



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Domestic Travel Policy



Laundry

Grade	Laundry expenses
M1 / M2	Actuals (on production of supporting bills/vouchers)
M3 / M4 / M5 / M6 / AM / MT / AMT	Maximum 3 garments per day (on production of supporting bills/vouchers)
P01 / P02 / P03 / P04 / P05 / P06 / P07 / P08 / P09 / P11 / S03 / S04 / S05 / S06 / S07 / S08 / S09 / S10 / S11 / K01 / K02 / K03 / K04 / K05 / K06 / K07 / K08 / K09 / K10 / K11	Maximum 3 garments per day (on production of supporting bills/vouchers)
Executive	Additional allowance covers laundry expenses also



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Domestic Travel Policy



Travel for Training Etc.

Assistant Managers, Managers, Scientists and Specialists

- During training programs, when accommodation and one meal is provided by the company, 50% of Fixed Daily Allowance can be claimed by the employee

Executives

- During training programs, when accommodation and one meal is provided by the company, there will be a deduction of Rs.125/- from the additional allowance when employee claims
- Fully company paid travel (like sales conference etc.)
- Laundry - Laundry expenses (against actuals on production of bills) may be claimed for a maximum of 3 garments per day
- Local travel undertaken to reach training venue can be Reimbursed. However, the usage of taxis is NOT permitted unless no other form of transport exists
- Additional allowance cannot be claimed in such cases
- For expenses incurred while travelling, per day allowance of Rs. 250 may be claimed across all modes of travel that is in excess of 12 hours. For journeys less than 12 hours but more than 4 hours, Rs. 150 may be claimed. The above is to defray expenses on food



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Domestic Travel Policy



Taxi usage for specific Executive profiles

To enable better market coverage, these Executive profiles can use a taxi for market visits for the specified number of days in a month (continuously or separately).

- Senior Sales Executives (Retail / Projects / Beautiful Home Services), Senior Designers (Beautiful Home Services) – 3 days in a month
- Divisional Service Executives, Senior Designers (BH Stores / Color Idea), Senior Sales Executives (Focus Products) – 5 days in a month

This can be claimed on actuals or through vendor bill payment from the depot.



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Telephone Calls

The calls will be covered under the existing Telephone Reimbursement Policy.

Note:

For Assistant Managers, Managers, Scientists and Specialists, expenses incurred in extending normal courtesy in the course of business will need to be sanctioned by the General Manager overseeing the function. The bills against such expenses are to be submitted separately and claimed on the Reimbursement Portal.



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Domestic Travel Policy



Settlement of Claims and Personal Accounts (Applicable to all employees)

It is the responsibility of the employee to settle all expenses incurred while on tour and indicate the same in the tour bill. Tour Bills incurred by the employees needs to be submitted on the process portal by the end of 60 days from trip end date.

In case of reimbursements pertaining to the month of March, the Reimbursement Claims should be made in the month of March itself or necessary provisions should be made in the accounts for those expenses of March. Else, the reimbursement claims will lapse and shall not be reimbursed. Any recovery from salary made for non-submission of tour bills will not be refunded to the employees. The claim has to be supported with all the relevant documents. In all such claims, it is mandatory to mention the purpose of travel in a clear and concise manner in Reimbursement Portal.



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Domestic Travel Policy



GST related requirements for settlement of bills

- **Hotel Stay** - The invoice should contain the following:
 - It should be in the name of “Asian Paints Limited”
 - Address of the principal place of business of Asian Paints corresponding to the state in which hotel is located
 - GSTIN number of Asian Paints corresponding to the state in which hotel is located
 - In case the hotel booking is done through online agencies, then GST compliance invoice is to be obtained from the agency or the hotel
- **Food expense**
For food expense at the restaurant where hotel stay is undertaken, employees are required to ensure that separate bills are obtained for hotel stay and food



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Domestic Travel Policy



Claim Process applicable to Executives, Assistant Managers, Managers, Scientists, Specialists

- Necessary advance can be taken before proceeding on tour.
 - In case of an emergency, Executive may claim further advance from units close to the place being visited. All units are advised to issue tour advances in case of an emergency if required and book the same in the employee's personal account.
 - A convenient travel accounting system operates in the company with tour advances, tickets etc. getting automatically debited to the individual employee's personal account.
 - The procedure for submitting the claim on the Reimbursement Portal is as follows:
 - Log into <http://process.asianpaints.com/ProcessPortal/jsp>
 - Click on "Initiate Employee Reimbursement"
 - Select expense category as 'Travel Reimbursement'
 - Enter all the expense details (details of journey, local travel, hotel stay, food expenses, laundry expenses etc.)
 - All supporting documents / invoices needs to be attached in the claim itself so that no hard copy needs to be sent to SSC.
 - Submit the claim for approval.
 - Send the supporting/bills to SSC
- Alternatively employee can download and use Digiburse app to submit their employee reimbursement claims on their move.
- All employees must ensure that the Personal Travel Account is periodically reconciled and intimate errors and omissions to the SSC/Accounts Function.
 - The travel claim will be made according to the grade of the town being visited and not the grade of the base location.



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Domestic Travel Policy



Snapshots of All Entitlements During Travel

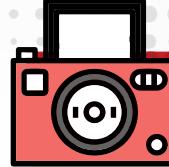
Grade	Stay and Allowance applicable	Overnight Tours			Ex-HQ Tours
		Own arrangement	Hotel	Company Guest House	
Executives I and above	Journey Fare	Yes	Yes	Yes	Yes
	Accommodation allowance		Yes		
	Additional allowance	Yes	Yes	Yes	
	Guesthouse allowance			Yes	
	Ex-HQ allowance				Yes
Assistant Managers, Managers, Scientists and Specialists	Journey Fare	Yes	Yes	Yes	
	Accommodation allowance		Yes		
	Journey allowance	Yes	Yes	Yes	
	Guesthouse allowance			Yes	NA
	Food and refreshments	Yes, if FDA not claimed	Yes		
	Fixed Daily Allowance (FDA)	Yes			
	Incidentals		Yes		



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Domestic Travel Policy



Snapshots of All Entitlements During Travel

Note: -

In case of travel for Team Members, Operators, Technicians in Manufacturing Plants (except Taloja), the conditions and entitlements applicable to Executive-I will apply.



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Domestic Travel Policy



Frequently Asked Questions

I am based at Mumbai and am on my official tour to Delhi. I would like to proceed to Chandigarh on XL/PL from Delhi. Since, the cost of travel from Delhi to Chandigarh would be less than Delhi – Mumbai, can I claim for Reimbursement of my personal journey fare from Delhi – Chandigarh?

No. In this scenario, travel only for official work from Mumbai to Delhi can be claimed as a Reimbursement.

I am on XL/PL at Chandigarh and based at Mumbai. On my 1st day of resuming work, I am expected to come to Delhi for an official meeting. Can I claim for Chandigarh – Delhi fare?

Yes. In this scenario, travel from Chandigarh to Delhi can be after prior intimation to and approval of the functional M4.

I am on leave at Delhi and based out of Mumbai. In between the XL/PL because of an exigency I am required to attend a meet at Mumbai for 1 day. Can I claim for the journey fare and applicable allowances?

Yes, this can be claimed subject to specific approval of Manager in M4 grade or above.



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Domestic Travel Policy



Frequently Asked Questions

On completion of my official trip and reaching my base location, can I claim for food expenses incurred on food purchased at the airport / station / en-route to my residence or office?

No. Official tour would be construed to be completed once the employee reaches the airport / railway station at the base location. Post reaching the base location the employee is only eligible for journey fare from airport / railway station to residence / office. The employee cannot claim for dinner / pre-packed food to be consumed during the journey to office / residence.

I am based at Mumbai and have earlier worked at Bangalore. I have been personally invited by the biggest dealer / business associate at Bangalore for shop opening and would like to oblige given dealer's stature and mutual relationship. Can I claim for the travel as official tour?

Yes. This can be claimed subject to the approval of DM of that division (Bangalore).

I have purchased some sweets from the visiting location for my office colleagues as it is a practice followed by our function. Can I claim for these expense in tour bill?

No. Such expenses are personal in nature and cannot be claimed even though they may be within the limits / eligibility as defined in the travel policy. It is expected that the employee keeps such personal expenses separate from official expenses.



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Domestic Travel Policy



Frequently Asked Questions

I am on an official tour to Bangalore. My official work ends on Friday. However, I would like to extend my tour at the visiting location for personal reasons till Sunday, Saturday & Sunday being official holidays. Can I claim Reimbursement of ticket fare for travel to my base location?

Yes, with prior approval of the Reporting Manager. However, the employee can claim only the return journey fare but not other expenses like boarding, lodging and food.

I am on an official tour to Bangalore and during my stay there, I made a personal visit to a friend's place because of which I had to incur additional car hire charges. Can I claim for these expenses?

Personal visits need to be kept separate from office tour and any expense incurred on personal count during official trips cannot be clubbed with official tour and then claimed as part of tour / travel Reimbursement.



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Transfer & Relocation Policy



Revised Date: 1st April, 2020

Responsible Party: **Corporate Admin, Business HR, SSC,
Corporate Accounts**

Transfer & Relocation Policy



Purpose

To detail the grade Specific Entitlements and Claim Procedures for transfer, relocation or short term assignment of Employees:

These are defined as:

- **Transfer** – When an employee (confirmed or on probation) is shifted from one location to the other due to work
- **Relocation** – When a trainee (Assistant Management Trainee / Management Trainee) is transferred from one location to the other during the training period
- **Short term assignment** – When an employee is sent from one location to the other for work related matters for a period of 6 months or less

Transfer & Relocation Policy



Eligibility

This policy is applicable to all Executives, Assistant Managers, Managers, Scientists and Specialists in case of transfer and AMTs / MTs in case of relocation.

All employees who have declared their partners in the Group Mediclaim Policy will now be able to claim the same benefits which are currently applicable to spouses under this policy. Wherever mentioned the policy, Partner refers to 'same sex partner', 'live-in partner' and any other similar relationship that may be equivalent to a spouse or partner.

Conditions of Transfer:

- Transfers from one location to another or one job to another will normally be based on the requirement of the Company
- Whenever an employee seeks transfer for personal reasons or on compassionate grounds, such transfer will be considered on the merits of the case and the availability of vacancies at the location of request

Transfer & Relocation Policy



Intimation of Transfer / Relocation

- The Functional Head (M4 / M3 / M2) sends a mail to the HR team responsible for Employee Life Cycle (ELC) regarding the employee being transferred
- Transfer action for that movement is initiated on HRIT
- For Assistant Managers, Managers, Scientists and Specialists a circular containing the transfer details are then sent to all employees of the company intimating them about the transfer
- Post the transfer intimation, the employee gets a letter stating his final transfer

Transfer & Relocation Policy



Entitlements in case of transfer

The entitlements in the case of transfer are as under:

Entitlement	Purpose	Assistant Managers & above, K01 & above	Executives
Travel to new location	For travel from the old location to the new location by the shortest route between the locations	<ul style="list-style-type: none"> Mode: Air – Economy class, Rail IAC. For Employee, Partner and dependent children 	<ul style="list-style-type: none"> Mode: Rail II AC. Air – Economy class can be availed only subject to conditions mentioned in “Domestic Travel Policy”. For Employee, Partner and dependent children
Taxi	For Travel between employee's old residence and station / airport of departure and station / airport of arrival and the new residence.	Taxi fare can be claimed	Taxi fare can be claimed
Journey Allowance	For expenses incurred while travelling	Rs. 100 per day per person, for employee, spouse and dependent children. This will be taxable in the hands of employee.	Rs. 100 per day per person, for employee, spouse and dependent children. This will be taxable in the hands of employee.
Pre-transfer visit	To shortlist prospective accommodation, school for children etc.	Refer to the Section-1	NA
Transportation of personal effects	To defray expenses on transportation of personal goods	Refer to the Section-2	Refer to the Section-2

Transfer & Relocation Policy



Entitlements in case of transfer

Entitlement	Purpose	Assistant Managers & above, K01 & above	Executives
Relocation Allowance	To help handle hardships inherent in changing place of stay	Refer to Section-3	Refer to Section-3
Post Transfer Leave	To enable smooth settling down in the new location	Maximum 2 days leave allowed only post transfer	NA
Transfer Leave	To shortlist prospective accommodation, shifting location, school for children etc.	NA	Maximum 3 days leaves are allowed pre / post transfer
Accommodation during Transfer	To enable ease of stay while taking over new assignment	<ul style="list-style-type: none"> Employee, spouse and dependent children can be on tour for a period of 15 days during which employee may claim entitlements as per domestic travel policy For details regarding Hotel stay and treatment of HRA please refer to Section-4 	<ul style="list-style-type: none"> Employee, spouse and dependent children can be on tour for a period of 10 days during which employee may claim entitlements as per domestic travel policy For details regarding Hotel stay and treatment of HRA please refer to Section-4
Daily Allowance	For defraying incidental expenses like newspaper etc. during tour period and bills are not mandatory for claiming the same	Rs. 200 per day per employee for 15 days. If this is claimed, then Incidental allowance (domestic travel policy) cannot be claimed. This will be taxable in the hands of employee.	Rs. 100 per day per employee for 10 days. This will be taxable in the hands of employee.
School fees Reimbursement	To reimburse the expenses due to change of school for dependent children on account of transfer	Refer to Section-5	Refer to Section-5
Housing Post Transfer	Post transfer, the employee has options of housing depending on the location, their eligibility and preference	Refer to Section-6	Refer to Section-6

Transfer & Relocation Policy



Section 1: Pre Transfer Visit (applicable only for Assistant Managers / Managers / Scientists / Specialists)

To shortlist prospective accommodation and school for dependent children before the actual transfer, Assistant Managers / Managers / Scientists / Specialists are allowed to be on tour as per the following table:

	Period	Entitlement
Employee	For 7 calendar days any time before the transfer	Hotel Stay, Food, Laundry will be as per the Domestic Travel Policy
Partner and Dependent Children	For 3 calendar days any time before the transfer	Hotel stay, Food, Laundry will be as per the Domestic Travel Policy

Please note the 7 days includes the 3 days during which the employee can invite his family.



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Section 2: Transportation of Personal Effects

Option 1 – Using a Movers and Packers service provider (applicable to Executives, Assistant Managers, Managers, Scientists and Specialists)

Coverage:

- Actual transportation expenses by road in respect of personal and household effects subject to a maximum of one truck load from :
 - The old location to the new location OR
 - Any other location to the new location OR
 - The old location to any other location
 - The employee can choose ONLY ONE of the above three options. This is towards providing a measure of flexibility to employees, who may need to move their goods either from / to a different location, due to family or personal reasons.
- The amount reimbursed would be limited to the cost of transportation of goods from the old (pre-transfer) to the new (post-transfer) OR the actual amount incurred, whichever is lower.
- All reasonable expenses for packing, crating and portage will be reimbursed.



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Section 2: Transportation of Personal Effects

Illustration: Assume that an employee is transferred from Vakola to Kochi. A bulk of his goods & personal effects are in Pune. The cost of transfer of goods from Vakola to Kochi is Rs. 50,000/- .The cost of transfer of goods from Pune to Kochi is Rs. 55,000/-.

If the employee chooses to transfer the goods from Pune to Kochi instead of Vakola to Kochi, then he can claim the amount of Rs.50,000/- (minimum of the two), subject to submission of requisite proof.



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Transfer & Relocation Policy



Section 2: Transportation of Personal Effects

The below table explains the vehicle transportation entitlement on transfer:-

Cadre	Vehicle Transportation Entitlement
Assistant Managers, Managers, Scientists and Specialists	<ul style="list-style-type: none">Actual freight expenses in respect of a car / motor cycle / scooter being used by the employee will be reimbursed. A 2 wheeler, if any, may be loaded in the same truck within the same storage limit.The car belonging to a family can be transferred (family comprises spouse, parents and children). Reimbursement of only 1 vehicle is allowed by the policy. Expenses incurred on any additional vehicle/s are to be borne by the employee.The employee can claim Reimbursement of life time road tax, octroi and registration expenses on actuals on submission of bills through the expense reimbursement workflow.In case employee claims vehicle re-registration expenses, they will have to submit the proof of the same and a declaration (Annexure II) as and when required by the Accounts Department. Agent charges fee for re-registration of vehicle is capped at Rs.15,000/- .



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Section 2: Transportation of Personal Effects

Cadre	Vehicle Transportation Entitlement
Executive	<ul style="list-style-type: none"> Actual freight expenses in respect of a car / motor cycle / scooter being used by the employee will be reimbursed. A 2 wheeler, if any, may be loaded in the same truck within the same storage limit. The car belonging to employee or spouse can be transferred. Reimbursement of cost of movement of only 1 vehicle is allowed by the policy. Expenses incurred on any additional vehicle/s are to be borne by the employee. In case employee claims vehicle transportation expenses, the employee shall have to submit a declaration (Annexure III) to the Admin Department – Vakola along with the quotations.
Executive N	Actual freight expenses in respect of a motor cycle / scooter being used by the employee will be reimbursed. A 2 wheeler, if any, may be loaded in the same truck within the same storage limit.

- All goods being transported may be insured for damage or loss during transportation
- Transit Insurance can be taken to insure goods for damage or loss during transportation



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Section 2: Transportation of Personal Effects

Selection of Vendor:

- The employee needs to take quotations from any 2 reputed vendors (minimum 2 vendors) who have a proven track record in the market for providing quality services. If the lowest quote is not selected then the approval of the concerned M4 / P9 / S9 / K9 or above Grade will be required for Assistant Managers, Managers, Scientists & Specialists and for Executives approval from respective M5 / P6 / S6 / K6 or above Grade manager will be required before availing the facility.
- In case employee chooses to transport goods from “any other location to the new location” OR “the old location to any other location”, while submitting the claim, the employee will need to submit vendor quotes from 2 different vendors for each of the following:
 - old (pre-transfer) to the new (post-transfer)
 - from any other location to the new location OR from the old location to any other location.
 - The lower of the above two amounts will be reimbursed.
- Asian Paints also has a tie up with some prominent vendors with whom rates have already been negotiated. The list of empaneled vendors is in Annexure-I. Please note, quotes from 2 vendors are required for comparison even if employee is proceeding with empaneled vendors.
- In case an empaneled vendor is selected, employee needs to get in touch with Manager / Assistant Manager – Corporate Administration, Vakola along with the finalized quotes. The Corporate Administration team will provide confirmation to concerned vendor to do the movement. The concerned employee will further coordinate with the vendor and get the movement done. Bills will be processed by the HR Administration Team, Vakola directly, post all queries / complaints are resolved (if any).



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Section 2: Transportation of Personal Effects

In case a vendor other than an empaneled vendor is selected, then the employee needs to coordinate with the vendor, get the movement done and pay the invoice amount. Employee can then claim the reimbursement of the expenses via process portal using following details:

WBS Code	For 2023-24: 23-HRM-03-HRES - TRNF For 2024-25: 24-HRM-03-HRES - TRNF For 2025-26: 25-HRM-03-HRES - TRNF
Expense category	Office Expenses
Expense sub category	Others
GL Code	'L05069 – Other Freight-HR'



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Section 2: Transportation of Personal Effects

Process to claim Reimbursement of expenses (In case a vendor other than an empaneled vendor is selected) :

- Employee needs to pay the vendor after completion of movement of goods
- For Reimbursement the employee needs to go to Employee Reimbursement Portal
- Click on 'New Claim => Employee Reimbursement'
- Select WBS Code - 23-HRM-03-HRES-TRNF (for FY2324), 24-HRM-03-HRES-TRNF (for FY2425), 25-HRM-03-HRES-TRNF (for FY2526)
- Select Expense Category as 'Office Expenses'
- Under 'Office Expenses' select sub-category as 'Others'



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Section 2: Transportation of Personal Effects

- Enter details i.e.
 - Bill Number
 - Bill Date
 - Select GL Code as 'L05069 – Other Freight HR'
 - Enter Bill Amount and Claim Amount
 - Under 'Remarks' give necessary details
 - Mention necessary details under 'Remarks in Claim'
 - All supporting documents / invoices needs to be attached in the claim itself so that no hard copy needs to be sent to SSC.
 - Click on 'Validate' to check validity of claim
 - Click on 'Submit Claim' to submit the claim



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Section 2: Transportation of Personal Effects

- Alternatively, employee can download and use Digiburse app to submit their employee reimbursement claims on their move.
- Kindly note that all reimbursement claims need to be raised within 60 days from the invoice date.

For any further clarification and support needed, please write to Mr. Sachin Gokhale (Assistant Manager - Administration) on sachin.gokhale@asianpaints.com.



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Section 2: Transportation of Personal Effects

Option 2 – Carrying personal effects as part of Airline Travel Baggage (applicable only for Executives, Assistant Managers, Managers, Scientists & Specialists)
Assistant Managers, Managers, Scientists & Specialists who do not wish to avail the first option, have the option of carrying the personal effects with them as part of their airline baggage. The airline excess baggage cost in such cases will be reimbursable subject to a maximum of 60 Kgs. This amount will be reimbursed only on production of bills from the airline. The claim has to be submitted through Process Portal.

In case of any exception approval of Associate General Manager – HR or above needs to be taken, before submission of the claim.

Note: Assistant Managers, Managers, Scientists & Specialists can choose either of the two options – Transportation of personal effects or excess baggage and not both in any circumstances. Any reimbursement under transportation of personal effects will not be allowed to be claimed in case employee avails the excess baggage option.

Transportation of Personal Effects, should occur within 3 months of effective date of transfer. Any extension beyond 3 months, due to certain compelling circumstances is allowable subject to the approval of the Associate General Manager – HR or above.



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Transfer & Relocation Policy



Section 3: Relocation Allowance

Employees are entitled to a Relocation Allowance to help handle the hardships inherent in changing their place of stay. The Relocation Allowance will be paid in case of transfers which necessarily result in change of place of stay arising out of a change in office location. It is payable to employees on probation as well.

The Relocation Allowance will also be paid in cases of intra city transfer (change of place of work within the same city), where the employee chooses to change residence on account of transfer, such that they are closer to the new place of work. In this case, cost of movement of goods will also be reimbursed as per the rules stated above. The employee will need to declare that the residence is being changed on account of new transfer and that the new residence is closer to the new place of work.

The Relocation Allowance is meant to defray expenses with respect to installation / removal of household goods (phone connection, furniture, air conditioner etc.), shifting of goods within housing society etc. and related expenses.



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Transfer & Relocation Policy



Section 3: Relocation Allowance

- Such change of place of stay should occur within 3 months of effective date of transfer. Any extension beyond 3 months, due to certain compelling circumstances like children's schooling etc. is allowable subject to the approval of the Associate General Manager – HR or above
- Corporate HR / Business HR sends an E-mail to the transferred employee asking for certain details related to the transfer. The Relocation Allowance will be paid latest in the next month's salary



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Transfer & Relocation Policy



Section 3: Relocation Allowance

Grade	Unmarried (Rs.)	Married (Rs.)
Executive	20,000	25,000
Executive N	14,000	18,000
AMT / MT / AM / M6	30,000	50,000
P01 / P02 / P03 / P04 / P05 / S03 / S04 / S05 / K01 / K02 / K03 / K04 / K05	30,000	50,000
M5	40,000	60,000
P06 / P07 / P08 / S06 / S07 / S08 / K06 / K07 / K08	40,000	60,000
M4 and above	75,000	1,00,000
S09 and above, P09 and above, K09 and above	75,000	1,00,000

- This amount will be taxable in the hands of the employee.
- For intra city transfer, allowance for Food / Fixed Daily Allowance will not be payable.
- Employees are expected to update their marital status on HRIT.



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Transfer & Relocation Policy



Section 3: Relocation Allowance

NOTE

- It has to be ensured that the amount is paid only in case of employee relocating and actually incurring some expenses due to the movement (like shifting of vehicle, shifting of household goods etc. like any other transfer). For example, when the employee gets posted during their stay in the hotel in the initial days of joining, Relocation Allowance need not be paid
- Claim debited to function where Executive is transferred - All allowances / reimbursements claimed under the Transfer Policy (except transportation of personal effects) has to be debited from the function to which the Executive is transferred
- Payment of Relocation Allowance in case of Buffer Executive in Sales & Marketing - In case of buffers who are being moved from one territory to another as buffers, Relocation Allowance is not payable, irrespective of whether the buffer is a probationer or confirmed. In case of buffers who are being posted to a territory, Relocation Allowance is payable regardless of whether the employee is on probation or is confirmed



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Transfer & Relocation Policy



Section 3: Relocation Allowance

Illustration:

- i. **Intercity transfer** – An employee who is transferred from Mumbai to Delhi is eligible for both, Relocation Allowance and reimbursement on transportation of personal goods.
- ii. **Intra-city transfer with change of place of stay due to transfer** - An employee transferred from Vikhroli to Turbhe is eligible for Relocation Allowance only if said employee changes their place of stay due to this transfer within 3 months of effective date of transfer. In such a case, transportation of personal goods effects is also applicable and can be claimed as per procedure mentioned in the policy.
- iii. **Intra-city transfer with no change of place of stay** - Relocation Allowance is not applicable if an employee is transferred from Vikhroli to Turbhe and does not change their place of stay (within 3 months of such transfer).



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Section 4: Accommodation during transfer

Employees who are not entitled to company accommodation in the new location are eligible to stay at a hotel prescribed under the travel rules, as described below:

Cadre	Entitlement
Assistant Managers, Managers, Scientists and Specialists	<ul style="list-style-type: none"> To enable ease of stay while taking over new assignment, employees are permitted to be on tour for 15 days. During this period, they will also be entitled to HRA. Employees entitled to company accommodation upon transfer, may stay at a hotel prescribed under travel policy till such time the Company accommodation is handed over. In such case no HRA is admissible. Disjoint stay in a hotel for a period of 15 days is allowed. However the same should not spread over for more than a month's time (30 days from date of transfer). Perquisite will be applicable on hotel accommodation in excess of 15 days.
Executives	<ul style="list-style-type: none"> To enable ease of stay while taking over new assignment, employee is permitted to be on tour for 10 days. During this period, they will also be entitled to HRA. Disjoint stay in a hotel for a period of 10 days is allowed. However the same should not spread over for more than a month's time (30 days from date of transfer).



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Transfer & Relocation Policy



Section 5: Reimbursement of School Fees for Children in case of Transfer

In case of transfers which result in change of city location and in intra city transfer cases where the employee is changing the school as a result of the change in office location, employees with school-going children (up to 10+2 education) will be entitled to reimbursement of one-time expenses.

These will include:

- Admission fees
- Development fees
- Session fees
- Tuition fees
- Expenses on textbooks, uniform (only if invoices for these are provided by the school itself)

- Any other Annual Fees relevant for the year
- Expenses like Refundable Security Deposit (or other refundable portions of school related expenses), bus fees, child welfare fund contribution, caution fees, PTA fees, enrichment fees, fees for external tuitions / coaching classes etc. will not be reimbursed.



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Section 5: Reimbursement of School Fees for Children in case of Transfer

Employees who pay school fees at a different, non-annual frequency are also allowed to claim such expenses (as per the list mentioned above) incurred till the completion of the first academic year (either part or full) after the transfer. All such reimbursements will have to be within the overall limit mentioned below. The reimbursement claims for these expenses must include references of the previous claims of the same nature in the Comments section.

Lateral joiners for whom location changes as a result of joining the company will be eligible for this reimbursement with terms & conditions mentioned in this section.

Amount - The reimbursement of the expenses will be on actuals subject to a cap of above limits for a maximum two children and a maximum of one school per child, irrespective of any refunds from the previous school. Reimbursement will be made on submission of relevant receipts. This will be grossed-up for tax.

Grade	Amount per child (max. two children)
AM, M6, M5, M4, M3, M2, M1, P01, P02, P03, P04, P05, P06, P07, P08, P09, P10, P11, S03, S04, S05, S06, S07, S08, S09, S10, S11, S12, S13, K01, K02, K03, K04, K05, K06, K07, K08, K09, K10, K11	Rs. 1,00,000/-
Executives (excl. Executive N)	Rs. 50,000/-
Executive N	RS. 25,000/-



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Transfer & Relocation Policy



Section 5: Reimbursement of School Fees for Children in case of Transfer

Procedure to claim School Fee Reimbursement:

- Employee eligible to claim School Fees needs to login to [Process portal](#) and select Employee reimbursement to initiate a claim.
- This path to be used > Employee reimbursement -> Expense category -> Office Expenses -> Others-> Enter WBS Code -> Select GL code.
- All supporting documents / invoices needs to be attached in the claim itself so that no hard copy needs to be sent to SSC.
- Alternatively employee can download and use Digiburse app to submit their employee reimbursement claims on their move. Kindly note that all reimbursement claims need to be raised within 60 days from the invoice date.

Cadre	WBS Code	GL Code
Assistant Managers, Managers, Scientists and Specialists	For 2023-24: 23-HRM-03-HRES-TRNF For 2024-25: 24-HRM-03-HRES-TRNF For 2025-26: 25-HRM-03-HRES-TRNF	K03004 – Other Welfare-Employee
Executives	Respective function WBS Code / Cost Centre	K03004 – Other Welfare-Employee



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Transfer & Relocation Policy

Section 6: Housing Post Transfer

1. Loan for securing Rental Accommodation (applicable only for Assistant Managers, Scientists, Specialists and Managers)

Post transfer, the employee has the following options depending on the location, their eligibility and preference:

- Company arranged accommodation
- Own Accommodation

For details on company arranged accommodation, please refer to the policy on '**Company Arranged Accommodation**'. For own accommodation, the employee is eligible for a loan to secure Rental Accommodation. Please refer to the policy on "**Loan for securing Rental Accommodation**" for details.



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Transfer & Relocation Policy

Section 6: Housing Post Transfer

2. Brokerage Reimbursement (applicable for Executives, Assistant Managers, Managers, Scientists and Specialists)
In case of own accommodation, the employee is entitled for one-time reimbursement of the brokerage charges as given below:

Cadre	Brokerage Reimbursement
Assistant Managers, Managers, Scientists and Specialists	One month rent
Executives	One month rent (or) the monthly HRA payable in that location, whichever is lower.

- The employee needs to submit the copy of the Leave & License Agreement and brokerage receipt to the company to get the reimbursement.
- The Stamp Duty, Registration Charges, Collector Fees, Charges, duties, etc.(if any), and other incidentals out of pocket expenses payable on this Agreement and renewal if any shall be paid and borne by the Parties i.e. concerned employee and its landlord equally.
- When the Rental Accommodation Agreement is in the name of employee and a non-employee, only proportionate brokerage amount will be reimbursed. In cases where two or more employees are staying together, the brokerage reimbursement should be claimed only by one employee. In cases of married couples staying together, only one of them are eligible for claiming brokerage reimbursement.



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Section 6: Housing Post Transfer

Procedure to claim brokerage

- Employee eligible to claim brokerage needs to login to employee Reimbursement Portal ([Link](#)) and initiate a claim.
- Claim Reimbursement path is Reimbursement Workflow -> Employee Reimbursement -> Expense category -> Office Expenses -> Others -> Select GL code L13047 -> Brokerage.
- All supporting documents / invoices needs to be attached in the claim itself so that no hard copy needs to be sent to SSC.
- Alternatively employee can download and use Digiburse app to submit their employee reimbursement claims on their move.
- Kindly note that all reimbursement claims need to be raised within 60 days from the invoice date.



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Transfer & Relocation Policy



Post transfer procedures

Claim of expenses:

The conveyance and daily allowance for self / family (Partner and Children) are to be claimed through the [process portal](#). The applicable allowances are to be claimed at the new location on reporting to duty. All transfer related expenses will be booked under different WBS codes as mentioned below.

WBS Codes for Transfer:

These are the WBS codes pertaining to various transfer expenses. While claiming expenses, employees are required to use these.

Transfer & Relocation Policy



Post transfer procedures

S. No.	Name of Reimbursement	Cost Center / WBS code	
		Assistant Managers, Managers, Scientists and Specialists	Executive
1	Travel (Pre and Post Transfer)	For 2023-24: 23-HRM-03-HRES-TRNF For 2024-25: 24-HRM-03-HRES-TRNF For 2025-26: 25-HRM-03-HRES-TRNF	Cost center of incoming Unit
2	Transportation of Personal Effects & Registration of car	For 2023-24: 23-HRM-03-HRES-TRNF For 2024-25: 24-HRM-03-HRES-TRNF For 2025-26: 25-HRM-03-HRES-TRNF	For 2023-24: 23-HRM-03-HRES-TRNF For 2024-25: 24-HRM-03-HRES-TRNF For 2025-26: 25-HRM-03-HRES-TRNF (registration of car is not applicable)
3	Accommodation in Hotel	For 2023-24: 23-HRM-03-HRES-TRNF For 2024-25: 24-HRM-03-HRES-TRNF For 2025-26: 25-HRM-03-HRES-TRNF	Cost center of incoming Unit
4	Relocation Allowance	Required details to be sent to Corporate HR and the same will be paid in the next month's salary	Required details to be sent to Business HR and the same will be paid in the next month's salary

Transfer & Relocation Policy



Post transfer procedures

S. No.	Name of Reimbursement	Cost Center / WBS code	
		Assistant Managers, Managers, Scientists and Specialists	Executive
5	Other allowances like journey, daily allowance, taxi	For 2023-24: 23-HRM-03-HRES-TRNF For 2024-25: 24-HRM-03-HRES-TRNF For 2025-26: 25-HRM-03-HRES-TRNF	Cost center of incoming Unit
6	School Fees Reimbursement	For 2023-24: 23-HRM-03-HRES-TRNF For 2024-25: 24-HRM-03-HRES-TRNF For 2025-26: 25-HRM-03-HRES-TRNF	Cost center of incoming Unit
7	Brokerage Reimbursement	For 2023-24: 23-HRM-03-HRES-TRNF For 2024-25: 24-HRM-03-HRES-TRNF For 2025-26: 25-HRM-03-HRES-TRNF	Cost center of incoming Unit

Transfer & Relocation Policy



Post transfer procedures

Responsibility of Reporting Manager:

The concerned Reporting Manager shall arrange for the transfer of Solus attendance of the employee to the new location. Reporting Manager shall ensure that the flat and vehicle belonging to the company are handed over to the new incumbent in proper order if applicable. Reporting Manager shall also intimate Payroll Department and Corporate HR the exact date on which the flat and vehicle were handed over / taken over by the employee if applicable.

The Reporting Manager has to ensure that the individual settles their Personal Accounts in that location before said employee leaves the location.

Transfer & Relocation Policy



Relocation of Management Trainees / Assistant Management Trainees

During the training period, a Management Trainees / Assistant Management Trainees may be shifted from one location to another. This is termed as relocation and is not a transfer. Management Trainees / Assistant Management Trainees are entitled to the following benefits:

Entitlement	Description	MT/AMT
Travel to new location	For travel from the old location to the new location by the shortest route between the locations	<ul style="list-style-type: none"> Mode: Air Economy class, Rail I AC For employee, spouse and dependent children
Taxi	For Travel between employee's old residence and station / airport of departure and station / airport of arrival and the new residence.	<ul style="list-style-type: none"> Taxi fare can be claimed
Journey Allowance	For expenses incurred while travelling	<ul style="list-style-type: none"> Rs. 100 per day per person For employee, spouse and dependent children. This will be taxable in the hands of employee.

Transfer & Relocation Policy

Relocation of Management Trainees / Assistant Management Trainees

During the training period, a Management Trainees / Assistant Management Trainees may be shifted from one location to another. This is termed as relocation and is not a transfer. Management Trainees / Assistant Management Trainees are entitled to the following benefits:

Entitlement	Description	MT/AMT
Transfer of personal effects	To defray expenses on transportation of personal goods	<ul style="list-style-type: none"> Management Trainees / Assistant Management Trainees will be entitled to carry the personal effects with them as part of their baggage. The airline excess baggage cost in such cases will be reimbursable subject to a maximum of 30 kgs. This amount will be reimbursed only on production of relevant bills. Any exceptions will be approved by Associate General Manager – HR
Relocation Allowance	To help handle hardships inherent in place of stay	<ul style="list-style-type: none"> Rs. 30,000 in case of an unmarried Management Trainees / Assistant Management Trainees Management Trainees /Assistant Management Trainees

Transfer & Relocation Policy



Relocation of Management Trainees / Assistant Management Trainees

During the training period, a Management Trainees / Assistant Management Trainees may be shifted from one location to another. This is termed as relocation and is not a transfer. Management Trainees / Assistant Management Trainees are entitled to the following benefits:

Entitlement	Description	M/AMT
Post Transfer Leave	To enable smooth settling down in the new location	<ul style="list-style-type: none"> Maximum 2 days leave
Accommodation during Transfer	To enable ease of stay during transfer	<ul style="list-style-type: none"> Employee can stay in a hotel as per the eligibility and procedure mentioned in the domestic travel policy subject to a maximum of 15 days
Brokerage and Loan for securing Rental Accommodation	To cover for expenses incurred during change of residence	<ul style="list-style-type: none"> One-time reimbursement of brokerage subject to a limit of 1 month's rent. Loan as per the loan for securing Rental Accommodation Policy

Transfer & Relocation Policy

Relocation of Management Trainees / Assistant Management Trainees

Note:

1. Relocation Allowance will be paid in case of relocations which necessarily result in change of place of stay arising out of a change of office location. Such change of place of stay should occur within 3 months of effective date of relocation.

Corporate HR sends an E-mail to the relocated employee asking for certain details. The Relocation Allowance will be paid latest in the next month's salary.

2. The Brokerage Charges for Personal Lease Agreement shall be limited up to the rent of one month. The employee needs to submit the copy of the L&L agreement to the company and the receipt of

2. brokerage to get the reimbursement. The Stamp Duty, Registration Charges, Collector Fees, Charges , duties, etc., (if any) and other incidentals out of pocket expenses payable on this Agreement and renewal if any shall be paid and borne by the Parties equally.

- When the Rental Accommodation Agreement is in employee's and a non - employee's name, only proportionate amount will be reimbursed.
- In cases where two or more employees are staying together, the brokerage reimbursement should be claimed only by one employee. In cases of married couples staying together, only one of them are eligible for claiming brokerage reimbursement.

Transfer & Relocation Policy



Relocation of Management Trainees / Assistant Management Trainees

Procedure to claim brokerage

Employee eligible to claim brokerage needs to login to Employee Reimbursement Portal ([Link](#)) and initiate a claim.

Claim Reimbursement Path is Reimbursement Workflow -> Employee Reimbursement -> Expense Category -> Office Expenses -> Others -> Select GL code L13047 -> Brokerage.

Hard copy of the receipts along with the printout of Reimbursement Claim needs to be sent to SSC.

Kindly note that all reimbursement claims need to be raised within 60 days from the invoice date.

Transfer & Relocation Policy



Short term assignment (Applicable to Executive, Assistant Managers, Managers, Scientists and Specialists)

If the company needs an employee to work out of another location for a period of 6 months or lesser, said employee will be considered on a short-term assignment. The employee will continue to get the compensation as per the old location. Expenses related to their stay at the new location will be borne by the company. Wherever possible, the employee will be provided accommodation in the plant colony / company guesthouse.

A movement beyond 6 months will be considered as a transfer. The employee will start getting compensation as per the new location. All benefits and policy provisions related to transfer will then apply.

In case the short term assignment gets confirmed as a final transfer, the transfer rules as per the Transfer Policy will be applied from the effective date of transfer. Short term Assignment Policy does not apply to Management Trainees /Assistant Management Trainees as their movements are covered under relocation clause.

Transfer & Relocation Policy



Frequently asked Questions

What is the guideline on Cash Payment?

As per the guideline by commercial manual clause no. 2.3 of Cash payment, there should be no cash payment to Onetime / non-vendor equal to or exceeding Rs 10,000/- per transaction (either directly by APL or via any employee of APL). All payments equal to or exceeding Rs 10,000/- per transaction should be mandatorily routed through vendor cheque payments. Employees can make payments in excess of Rs.10,000/- to a single vendor through cheque / credit card. Employees to ensure that while sending invoices for reimbursement of such payments, copy of cheque or credit card slip is attached with the claim documents.

Is an employee allowed to claim Conveyance / Use company hired car during the immediate days following a transfer?

Reimbursement of claims against local travel (conveyance / company hired car) for Assistant Managers, Managers, Scientists and Specialists are allowed for the initial 7 days for official local travel while the employee is on tour as per the transfer policy. Such Reimbursement Claim may be raised through the Reimbursement Portal

Transfer & Relocation Policy

Annexure I

List of Empaneled Packers & Movers

The charges towards freight, loading, unloading, packing, unpacking and transit insurance is covered under 'Bill to Company' payment mode. Any handyman charges has to be borne by employee. Hence dismantling and assembling of split AC or any specific furniture / fixtures will not be paid or reimbursed by company directly.

Please check your household goods for any damage thoroughly post the same are unloaded and unpacked at the destination. Intimation about damaged material (if any) needs to be informed to vendor within 24-48 hours to claim Reimbursement of Compensation (if any) smoothly.

Appended below is the list of empaneled packers and movers service providers with respective contact number :

Transfer & Relocation Policy

Annexure I

Sr No	Vendor Name	Vendor Representative Name	Phone Number	Email ID
1	Agarwal Packers and Movers	Ms Gauri Mane	9870291508	corporate.kam@agarwalpackers.com
		Mr Pankaj Khandekar	9377678939	pankaj.khandekar@agarwalpackers.com
2	Associated Cargo Packers and Movers	Mr Mukesh Agarwal	9371034000	mukesh@associatedpackers.com
		Mr Abhishek Sharma	9850844411	abhishek@associatedpackers.com
3	Grace Relocations Pvt. Ltd.	Mr. John C Dsouza	91213 96664	john.dsouza@gracerelocations.com
4	Intershift relocations	Ms. Shilpa Kadam	9004452033	shilpa@intershiftrelocations.com
		Mr. Amit Agarwal	9819773363	amit@intershiftrelocations.com
5	N J Relocations	Mr. Manoj Nair	7045653713	manoj@njrelocations.com
		Mr Hardik	8668522238	hardik@njrelocations.com
6	Unison Logistics Pvt Ltd	Mr Vinod Sharma	9320066900	contact@unisonpackers.com
				unison.pack@gmail.com
7	Writer Relocations	Mr Vishal Shinde Mr Rohan Jay	9619487212 9820131173	vishal.shinde@writerrelocations.com rohan.jay@writerrelocations.com

Transfer & Relocation Policy

Annexure II

Declaration of Car of a Family Member being used (Assistant Managers, Managers, Scientists and Specialists)

To
Accounts Department
Vakola
Mumbai

I, _____ (E Code) hereby declare that I am using the car registered in the name of a member of my family for official purposes. I shall claim reimbursement of transfer related vehicle re-registration expenses incurred on this car only. The details are as below:

Registration Number of the Car: _____

Name of the Person in whose name the Car is registered: _____

Relationship of the Person with the Employee: _____

Regards,

Signature and Date

Transfer & Relocation Policy

Annexure II

Declaration of Car registered in the name of spouse (Executives)

To
Accounts Department
Vakola
Mumbai

I, _____ (E Code) hereby declare that I am using the car registered in the name of my spouse. I shall claim reimbursement of transfer related expenses incurred on this car only. The details are as below:

Registration Number of the Car:

Name of the Person in whose name the Car is registered: _____

Regards,

Signature and Date

A decorative border on the left side of the slide features various travel-related icons in red and black, including a hot air balloon, a suitcase, a passport, a camera, and a plane.

Overseas Travel Policy

Revised Date: 1st April, 2020



Overseas Travel Policy



Scope

The objective of this policy is to put forth the guidelines for any Asian Paints Ltd. employee undertaking international travel. It also lays down the grade wise and location wise allowances for International Business Tours and the applicable conditions for the same.



International Business Tour

An international travel to any of the foreign countries irrespective of the presence of Asian Paints in that location would be defined as a business tour if the work involved is for a period of 1 month or less.

Overseas Travel Policy



Formalities to be completed before leaving India

An Assistant Manager / Manager / Scientist / Specialist planning to do a Business tour should possess a valid passport. The procurement of a valid passport could take as long as two months. Therefore it is advisable that such employees who expect to travel overseas procure a passport well in advance. For employees who are expected to travel abroad frequently, the ECNR status should be obtained.

This status can be obtained by producing their Graduation Certificate and completing the formalities [Other documents required for this - (a)Miscellaneous form, (b) 5 photographs, (c) graduation certificate with Mark sheet of all 3 years OR last 3 years tax papers or Form 16 with acknowledgements].

Expenses incurred towards procurement of a passport are to be borne directly by the employee. However, in case the passport application needs to be expedited for official reasons through 'tatkal', the corresponding additional cost will be borne by the company.

Any cost incurred for renewal of passport will be borne by the employee and any cost for additional booklets would be incurred by the company.

The traveling Assistant Managers / Manager/ Scientists / Specialists should send the Foreign Travel Requisition Form as per Annexure 1A to the International Travel Desk preferably 14 days prior to the date of travel after obtaining the approval of the General Manager. The requisition will be processed only when the approval is obtained.

Overseas Travel Policy



Formalities to be completed before leaving India

The Travel Formalities Form has to be filled up by International Travel Desk within 2 working days of the receipt of the requisition. This covers the details of the formalities to be completed, steps to be taken by Travel Desk and provides route options for the travel.

Cost considerations would be important in deciding the travel route and the most economical route should be considered as the first option. The International Travel Desk would necessarily recommend the most economical route. The traveling employee will have to take explicit approval of their superior for any deviation from this most economical route.

All travel bookings / cancellations are to be done through the International Travel Desk as per the entitlements of Assistant Managers / Managers / Scientists / Specialists as per Clause 3.1.

All hotel bookings /cancellations are to be done through International Travel Desk or the host country, as per the entitlements.

Foreign exchange will be issued by International Travel Desk only on receipt of the Foreign Exchange Requisition Form as per Annexure 2. IBU Finance / IBU HR would provide the necessary support in completing this formality. After the return from the business tour, the employee is responsible for settling any foreign exchange issued as advance within 3 working days of returning from the tour along with the letter as per Annexure 3.

Overseas Travel Policy



Insurance

Employees proceeding on an International Business Tour to overseas locations will be covered under Tata AIG's 'Travel Guard Insurance' for the period of the visit.

This policy covers medical accident, sickness expenses, loss of baggage, delay of baggage, loss of passport, personal liability and accidental death. The International Travel Desk has been entrusted with the responsibility for issuing the Insurance Papers, with necessary support (Insurance Department).

Checklist

The travelling employee has to ensure that the following items are in their possession before proceeding for international travel:

- Visa Paper or Stamped Passport after checking for validity period, type and term of visa
- Tickets (status of confirmation, meal preference etc.), understanding of transit formalities.
- Travel Insurance Policy Papers
- Foreign Exchange

Overseas Travel Policy



Class of travel entitlements and transit expenses

Grade	Class of Air Travel
M1, M2, M3	Business
M4	Economy - Total Journey Time < 9 hours Business - Total Journey Time > 9 hours
P09 / P10 / P11 / S09 / S10 / S11 / K09 / K10 / K11	Economy - Total Journey Time < 9 hours Business - Total Journey Time > 9 hours
M5, M6, AM	Economy
P01 / P02 / P03 / P04 / P05 / P06 / P07 / P08 / S03 / S04 / S05 / S06 / S07 / S08 / K01 / K02 / K03 / K04 / K05 / K06 / K07 / K08	Economy

Overseas Travel Policy



Class of travel entitlements and transit expenses

- The 'Journey Time' is for international sector travel only and is not to be clubbed with any preceding / subsequent domestic travel. For instance the journey time from Mumbai (in India) to a Place X (Outside India) should be greater than 9 hours for Business Class Travel. Any domestic travel within India immediately before or after is not to be included in the journey time for the computation of 9 hours.
- **Illustration :** If a person travels from Cochin to Mumbai (2 Hrs Journey by Flight) and then immediately carries on a flight from Mumbai to a Place X (Outside India) on a 8 hrs journey by flight, in such a case while the total travel time is for 10 hrs, this is not to be considered to be qualifying for a business class travel.
- For employees traveling by Economy Class, if the scheduled waiting time at a transit point is more than 3 hours, and if the total journey time in that particular sector exceeds 12 hours, paid airport lounge facilities (if available), may be availed of and claimed against actual costs incurred by producing the appropriate bills.
- Airport taxes, wherever applicable, can be claimed against Supporting Bills.

Overseas Travel Policy



Fixed daily limit (FDL)

The employee is expected to cover all his expenses as per the Fixed Daily Limits prescribed below. An advance subject to a maximum of US \$ 1000 in cash can be collected by the traveling Assistant Manager / Manager / Scientist / Specialist prior to departure, if required and accounted for after returning to India on basis of actual expenditure incurred with supporting bills. Any extra amount shall be carried only in Travelers Cheque. There may be countries where we do not have a unit and a need may be felt to carry cash in excess of US\$ 1000. In such cases, excess cash above US\$1000 can be carried only after express approval by M3 or above with reasons noted in writing.

The traveling employee must settle their bills at the location directly, (preferably using credit cards) and then claim for reimbursement as per the policy laid down. This will enable proper accounting of expenses

For any arrangements with the unit for settling of the bills by the unit, a prior communication from the unit through a letter / mail will be required.

The Fixed Daily Limits (FDL) covers expenses incurred on:

1. Accommodation
2. Food
3. Laundry
4. Telephone calls, Fax / Internet charges used for business purpose (employees are requested to avoid using the telephone facilities available at the hotel and are allowed to purchase a local sim card or Matrix (with supporting bill), which can be reimbursed as part of foreign tour bill)

Overseas Travel Policy

Fixed daily limit (FDL)

Fixed Daily Limit (in USD)

Country	M1/M2	M3/M4	M5	M6/AM	Executives
Bahrain	350	300	250	200	150
Bangladesh	350	300	250	200	150
Egypt	450	400	250	200	150
Fiji	300	250	200	150	125
Oman	450	400	250	200	150
Samoa	300	250	200	150	125
Singapore	450	400	300	250	175
Solomon	300	250	200	150	125
Srilanka	300	250	200	150	125

Overseas Travel Policy



Fixed daily limit (FDL)

Fixed Daily Limit (in USD)

Country	M1/M2	M3/M4	M5	M6/AM	Executives
Tonga	300	250	200	200	150
UAE	450	400	300	250	175
Vanuatu	300	250	200	150	125
Others	400	350	300	250	175

- Business Tours to Nepal and Bhutan are governed by the Domestic Travel Policy for Metro/Non-Metro locations
- Any exception to this, needs to be approved by Function and HR M4 / P9 / S9 / K9 or above Grade
- Business related conveyance and local travel will be on actuals. Charge for hiring interpreter will be on actuals.

Overseas Travel Policy



Incidental Allowance

This allowance would cover Miscellaneous Expenses such as tips, periodicals, personal telephone calls etc. The limits for this allowance are mentioned below. However, for tours greater than 21 days, this allowance can be claimed for a maximum of 21 days.

Incidental Allowance can be claimed only on submission of proofs, subject to a maximum limit of \$20 per day for all grades from Executives to M1. For claiming tips, the employee will need to declare the tip amount paid while submitting the claim.

Also, reimbursement for packaged and / or pre-mixed food items purchased at the base location / country before the start of the trip can also be claimed within the allowance limit on submission of proofs.

The above per day Incidental Allowance will be applicable for every complete day (24 hours or part more than 12 hours) of the tour. 50% of the daily incidental allowance will be paid for part days toured more than 6 hours but less than 12 hours. The arrival and departure times from India will be taken for this purpose.

Overseas Travel Policy



Revised FDL in case of arrangements made by unit

In case, certain arrangements are provided for by the host country (for example accommodation), or the traveling employee makes their own arrangements (For example, with their relatives), the Fixed Daily Limits will be revised (subject to supporting bills) as follows:

Arrangements made by unit	% of Allowance payable
Only Accommodation	50%
Accommodation and food	30%

Overseas Travel Policy



Non reimbursable expenses

- Annual fees for incentives schemes of airlines, hotels etc.
- Fines for violation of laws
- Personal entertainment expenses such as In-room movies, use of sports facilities, clubs, gyms, etc.
- Monetary payment to friends, relatives towards meals/lodging at their homes in lieu of expenses on hotels, meals etc.
- Expenses for unauthorized trips

Exceptions - Reasonable Entertainment Expenses, if required can be claimed with the explicit approval of the BU Head.

Overseas Travel Policy

BILL

Formalities to be completed after returning to India

On returning to India the employee has to complete and submit the Tour Bill. In case the payments have been made through credit card, then the final amount spent on the credit card (Including taxes) shall be reimbursable.

If an employee does not visit certain overseas locations and does not travel in certain sectors due to cancellation of a part of the tour, they must send the ticket/s along with the excess Foreign Exchange Allowance for the days not toured and his passport to International Travel Desk as soon as he returns.

The Tour Bill is to be submitted and settled by the Traveling Assistant Manager / Manager / Scientist / Specialist along with supporting statements after taking the necessary approval from the superior within 45 days of the tour, failing which the entire amount may be debited to their account. The amount of foreign exchange returned is to be mentioned in the tour bill along with the relevant receipt.

Overseas Travel Policy



Responsibility

The Travelling Assistant Manager / Manager / Scientist / Specialist has to get the permission of his Reporting Manager before he proceeds on such business tour. The Assistant Manager / Manager / Scientist / Specialist is also responsible for the Foreign Exchange that he obtains and settling the tour bill after the tour.

It is incumbent on the Travelling Employee to plan their travel sufficiently in advance so that requisite arrangements are made for their visa, travel, medical examination, insurance, hotel reservations and foreign exchange.

Travelling Assistant Manager / Manager / Scientist / Specialist is responsible to ensure accuracy and timeliness in fulfilling the procedural requirements before and after the business tour.



Authorizing Managers are responsible to ensure that reimbursable expenses are reasonable, ordinary and necessary to conduct the business.

International Travel Desk has to ensure the necessary formalities are completed and the required papers are ready for the travel. It will also ensure that insurance cover and proper tickets are taken for the travel.

Annexure

1. International Travel Formalities
 - Foreign Travel Requisition
 - Travel Formalities
2. Requisition for Foreign Exchange
3. Surrender of foreign exchange

Overseas Travel Policy

Annexures

1. International Travel Formalities

A. Foreign Travel Requisition

Foreign Travel Requisition						
Location		Division		Date		RCC
<u>Personal Details</u>						
Name			Nationality			
Designation			Emp. Code			
Department			Date & Place of Birth			
Purpose of tour						
<u>Details of travel</u>						
Date of travel		Return date		Class of travel		
Preferred route						
Forex amount			Cost to be booked to			

Overseas Travel Policy



Foreign Travel Requisition																	
Additional sectors, if any (at personal cost)																	
<i><u>Details of travelling employee</u></i>																	
Passport <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>No.</td> <td></td> <td>Date of issue</td> <td></td> <td>Place of issue</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Valid till</td> <td></td> </tr> </table>						No.		Date of issue		Place of issue						Valid till	
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Veg <input type="checkbox"/>	Non -Veg <input type="checkbox"/>	Office#															
Window <input type="checkbox"/>	Aise <input type="checkbox"/>	Mobile#															
		Residence #															
		FrequentFlier No.															
<i><u>To be filled up by International Travel Desk</u></i>																	
Travel Route		Reasons for changes inroute			Total Cost (INR)												
<i><u>Sanctioning Authorities</u></i>																	
Submitted by		General Manager's Signature		International Travel Desk													
Date:		Date:		Date:													

Overseas Travel Policy



Annexures

B. Travel Formalities

(To be filled by travel desk - after verifying from the appropriate authorities, within 2 WORKING DAYS of receipt of the requisition)

1. Formalities to be completed:

Sr. No	Type of visa / formality required to be obtained	Validity
1		
2.		
3.		

2. Details of the formalities:

Sr. No	Formality	Documents Required	Estimate duration& target dates	Source of information	Comments (whether can be done parallelly etc.)

Overseas Travel Policy



Annexures

3. Route Options

	Route	Flight details	Cost	Remarks (stopovers, visas, additional costs etc.)
1.				
2.				
3.				
Date	Information provided by -			

Overseas Travel Policy



Annexures

2. Requisition for Foreign Exchange

August 18, 2003

The Manager (Forex) International Travel House Mumbai.

Dear Sir,

Re : Release of Foreign Exchange for business visit

We request you to release additional foreign exchange for US.\$. to the under mentioned official of our company who is proceeding abroad on company business. We certify that all the expenses for this tour will be borne by the Company.

Name of the official :

Designation :

Residence Address :

Nationality Passport No. :

Overseas Travel Policy



Annexures

Place of Issue :
Date of Issue :
Date of Expiry :
Country(ies) of visit :
Date of visit :

DECLARATION – CUM – UNDERTAKING

We hereby declare that the transaction, the details of which as specifically mentioned in the schedule above does not involve and is not designed for the purpose of any contravention or evasion of the provisions of the Foreign Exchange Management Act 1999 or of any rule, regulation notification, direction or order made thereunder.

We also hereby agree and undertake to give such information / documents as will reasonably satisfy you about this transaction in terms of above declaration.

Overseas Travel Policy

Annexures

We also understand that if we refuse to comply with any such requirement or make unsatisfactory compliance therewith, the bank/ffmc shall be entitled to refuse to undertake the transaction and if it has reason to believe that any contravention/evasion is contemplated by us, the bank/ ffmc shall be entitled to report the matter to Reserve Bank of India.

In case the declaration cum undertaking is being for a firm/company, we further declare that the undersigned has/have the authority to give this declaration and undertaking on behalf of the firm/company.

Signature:
the Purchaser
Name :
Designation :

Signature of

Overseas Travel Policy

Annexures

3. Surrender of Foreign exchange

Date:

The Manager
International Travel House Ltd. Forex Division
Royal Insurance Building, 14, Jamshedji Tata Road Churchgate MUMBAI 400 020

Dear Sir,

Re: Surrender of Foreign Exchange

Please find enclosed foreign currencies, as mentioned below,
being surrendered by the undersigned after visit to _____

Overseas Travel Policy

Annexures

Sr. No	Currencies	Denomination	Serial No.	Total
1.				
2.				
3.				

We would request you to kindly issue an equivalent cheque favouring ASIAN PAINTS LIMITED and send the same to me at the earliest.

Thanking You,
Yours faithfully,
For ASIAN PAINTS LIMITED

Name of traveler Passport No.:
Encl: as above



Company Lease Car Scheme Policy



Revised Date: 1st November, 2018

Responsible Party : Corporate HR, Corporate Admin

Company Lease Car Scheme Policy



Purpose

The objective of this policy is to put forth the guidelines for any Asian Paints Ltd. employee undertaking international travel. It also lays down the grade wise and location wise allowances for International Business Tours and the applicable conditions for the same.



Eligibility

- All Managers in grades M6A and above, P04 and above, S04 and above, K04 and above will have the option of joining the company leased car scheme.
- A Manager opting for the car scheme would be provided a leased car. The Company would enter into a Vehicle Lease Contract with an Asset / Fleet Management Company for providing cars for such Managers. The ownership of the car will remain with the Asset / Fleet Management Company.
- The Manager joining the company leased car scheme will not be eligible for any conveyance allowance. Those who do not opt for the car scheme can allocate up to 25% of their Flexible Grade Allowance as conveyance allowance.



Company Lease Car Scheme Policy



Scheme Administration

- **Rental Value [for a car model]** – There are two components viz. Lease Rental and Fleet Management Charges. These are monthly amount payable to the Fleet Management Company towards the operational lease, defined for each of the car models. This monthly amount includes initial costs of registration and insurance of a car which will be recovered from the employee and paid to the Fleet Management Company. Now, under GST regime, car leasing company will charge GST on financing cost and fleet management cost. Also, CESS (at applicable rate) will be charged on the lease vehicle. These taxes will be recovered from the employee. The employee who is using the car lease facility will be liable to make good any loss to the company such as cost of damages recovered by the car leasing company from it and also to settle the foreclosure charges applicable under the lease contract.

The exact Rental Value for each of the models covered under the Car Scheme will be decided based on the model, number of kilometers and other value added services opted by the Manager. The Vehicle Lease Contract will be signed between Asian Paints and the Fleet / Asset Management Company only after the employee confirm these.

- **Rental Eligibility [For a Grade]** – There is no eligibility limit per se for a Manager in any grade availing this benefit. In case the employee chooses to avail this scheme, their FGA will be revised suitably. Perquisite shall be computed and charged under applicable Income Tax provisions.

Company Lease Car Scheme Policy



Coverage of the Scheme

- The scheme is designed to provide a maximum choice of car models to the Managers but the Company reserves the right not to cover any particular car model. The Managers are encouraged to choose car models of those companies who are PPGAP's customers.

Company Lease Car Scheme Policy

A = C =

B = D =

Options

A Manager opting for the scheme would have following options to choose from. Please note that the Manager will not be able to change their option once the lease has started.

Option 1:With maintenance and at market determined Residual Value with the vendor

- In this scheme the Rental Value will cover the financing cost, the insurance cost, and the maintenance cost.
- The Fleet Management Company will take up the complete maintenance of the car and the Manager will interact directly with them for the same.

The Fleet Management Company will interact with the insurance agency in case of any claims and will bear the difference between the claim amount and the settlement amount.

For usage of car beyond the km specified in the contract, the additional charges per km will be borne by the employee.

- At the completion of the four-year lease period, the employee will have the choice of taking another car as per the scheme applicable then. The employee can also choose to buy the car from the Fleet Management Company at the market determined Residual Value. The market value will be decided based on quotations from external buyers.



Company Lease Car Scheme Policy

A = C =

B = D =

Options

Option 2:Without Maintenance and at market determined Residual Value with the vendor

- The Rental Value will cover the financing cost and insurance cost.
- The employee will be responsible for the proper maintenance of the car and keeping records of the same as per the prescribed format. They will have to submit the repair invoices to the Fleet Management Company within 5 working days.
- The Fleet Management Company will be responsible for obtaining the necessary total insurance for the car.

- The Fleet Management Company will interact with the insurance agency in case of any claims. The difference between the claim amount and the settlement amount will be borne by the employee.
- For usage of car beyond the km specified in the contract, the additional charges per km will be borne by the employee.
- At the completion of the four-year lease period, the employee will have the choice of taking another car as per the scheme applicable then. The employee can also choose to buy the car from the Fleet Management Company at the market-determined Residual Value. The market value will be decided based on quotations from external buyers.

Company Lease Car Scheme Policy



Lease Details and Maintenance

The lease will be executed through a Subsidiary Agreement between the concerned Fleet / Asset Management Company and Asian Paints as per the option chosen by the employee. Wherever applicable, the Asset / Fleet Management Company will directly interact with the employee for providing maintenance services for a vehicle.

The Fleet / Asset Management Company has designated Authorized Workshops for maintenance and repairs of the cars under the scheme. Detailed information about the administration of maintenance will be provided at the time an employee joins the scheme.

The eligibility, entitlements and other aspects of the reimbursement policy of fuel & driver expenses remains the same.

Company Lease Car Scheme Policy



Separation of Employee other than for Retirement

If a Manager separates from the services of the Company (except in the case of retirement due to Superannuation) during the lease agreement period, the Manager may:

- Foreclose the lease and pay up a predetermined Lease Terminal Value to the Asset / Fleet Management Company and purchase the vehicle.
- [Lease Terminal Value—It is the value determined using a standard formula by the Fleet /Asset Management Company as an amount that needs to be paid up to the Fleet /Asset Management Company by the individual in case of foreclosure of the lease.]
- In case employee is joining another employer, transfer the lease agreement to the new employer (Subject to the acceptance of the Asset / Fleet Management Company & subject to their arrangements, if any, with the new employer). This is at the sole approval of the Asset /Fleet Management Company. No lease rentals will be paid by the Company to the Asset / Fleet Management Company post the relieving date of the employee.
- Allow the Asset / Fleet Management Company to sell the car off in the market and pay up the difference between the Lease Terminal Value as applicable and the market rate (in case the market rate is lower than Lease Terminal Value). Here the market valuation of the Asset / Fleet Management Company will be treated as final.

Company Lease Car Scheme Policy



Transfer, Promotion, Superannuation or Secondment to International Units During the Lease Period

When a **Manager** is transferred from one Company location to another during the continuation of lease, the Fleet / Asset Management Company will assist in completing the formalities related to transfer of the car. The Company will bear the costs related to the transfer including transportation, registration etc.

There will be no change in terms and conditions with the Fleet / Asset management company, in case of employee promotion or elevation. The Company will not bear the costs related to the foreclosure if the employee decides to go for change of company leased car.

A Manager retiring from the services of the company or seconded to an international location has the following options:

- Choose to foreclose the lease and pay up the Lease Terminal Value to the Asset/Fleet Management Company and purchase the vehicle.
- Choose not to purchase the car – In this situation the Company will be responsible for foreclosure of the lease.

Company Lease Car Scheme Policy



Process at a Glance for Taking Car on Company Lease From Asset / Fleet Management Company

- Currently the Company has agreement with two Asset / Fleet Management companies. They are ALD Automotive Private Limited and Avis India (Mercury Car Rentals Private Limited).
- The point of contact from the companies are:
 - ALD Automotive Pvt Ltd – Mr Huzaifa Lagad - Mobile : 9930 985 809 / Landline - +91 (0) 226193 3254 / E-mail : - huzaifa.Lagad@aldautomotive.com
 - Avis India (Mercury Car Rentals Private Limited) – Mr Vinayak Chavan - Mobile : 8451881185 / Landline - 022 6826 0235 / Email - vinayakchavan@avis.co.in
- The employee needs to make tentative choice of the car(s) and convey the same to them with approximate kilometer running in a year.
- Vendor will send the employee the quotations from vendors. The employee has the option of obtaining quotations from their source. If the employee's quotation is lower, vendor will match the same or procure the car from the employee's vendor.
- After the employee's final selection of the car and approval of quotation, they will send the employee the Vehicle Lease Contract giving breakup of monthly lease chargeable amount and other relevant details for employee's information.

Company Lease Car Scheme Policy



Process at a Glance for Taking Car on Company Lease From Asset / Fleet Management Company

- Employee needs to be emailed final approved vehicle lease contract to Manager – Administration and Assistant Manager - Administration, Corporate HR for processing the proposal.
- The Vehicle Lease Contract together with other relevant documents will be signed by the Manager-
- Administration and given to the Asset / Fleet Management Company.
- The car will be delivered to the employee as per the schedule and payroll department will be intimated about deduction on account of car lease from the employee's salary as per the breakup provided in the Vehicle Lease Contract.
- The employee can directly obtain a signed copy of the Vehicle Lease Contract for record.
- Smart Card of the car registration (RC) and a copy of Insurance Policy (if not handed over to the employee by them at the time of delivery) will be sent to the employee on receipt from the concerned authorities.
- Copy of the Insurance policy for the remaining part of the lease will be provided on yearly basis on receipt from vendor.
- The employee will directly interact on the contact numbers provided by them for maintenance of the car.

A collage of images in the background: a red SUV, a red sports car, a hand holding a set of keys, a car key fob, a hand holding a car key, a clipboard with a form, and a small blue toy car.

Rent-a-Car Policy



Revised Date: 1st April, 2023

Responsible Party: **Corporate Admin, Corporate HR**

Rent-a-Car Policy



Purpose

To detail the guidelines pertaining to the hiring of cars by Assistant Managers / Managers / Scientist / Specialists.



Applicability

All Assistant Managers / Managers / Scientists / Specialists in all offices of Asian Paints Limited at a National Level.

Rent-a-Car Policy



Entitlements

Grade	Eligibility(NEW)	Explanatory notes
AM	Hatchback	Hatchback means a car without backtrunk and it is 4 seater (WagonR, Swift, I10 equivalent)
P01 / P02 / K01 / K02	Hatchback	Hatchback means a car without backtrunk and it is 4 seater (WagonR, Swift, I10 equivalent)
M6	Sedan	Sedan means a car with backtrunk and it is 4 seater (Swift Dzire, Etos, Amez, equivalent)
P03 / S03 / K03 / P04 / P05 / S04 / S05 / K04 / K05	Sedan	Sedan means a car with backtrunk and it is 4 seater (Swift Dzire, Etos, Amez, equivalent)
M5 / M4	MUV	Car that is multiutility vehicle and it has more than 4 seats. (Innova, Ertiga, Tavera, Equivalent).
P06 / P07 / P08 / S06 / S07 / S08 / K06 / K07 / K08 / P09 / P10 / P11 / S09 / S10 / S11 / K09 / K10 / K11	MUV	Car that is multiutility vehicle and it has more than 4 seats. (Innova, Ertiga, Tavera, Equivalent).
M3 & above	Lux	All other Car which are not cover above (Innova Crysta, Equivalent).
When 4 or more people are travelling, irrespective of Grade	MUV	Car that is multiutility vehicle and it has more than 4 seats. (Innova, Ertiga, Tavera, Equivalent).

Note:- *if any higher grade employee wants to use lower grade car so they can opt for the same at given time*

* Equivalent implies same category of car

Rent-a-Car Policy



Entitlements

NOTE:

- For employees in grade M5 and above, P06 and above, S06 and above, K06 and above if the cost of passenger car (MUV) (Toyota Innova, Ertiga or equivalent) is lower than the cost of eligible vehicle, then the passenger vehicle can be booked
- Any Assistant Managers / Managers / Scientists / Specialists may hire Toyota Innova or equivalent car (MUV), when, travel is more than 300 kilometers (one way) or 4 or more employees are travelling together
- In case specific cars (as per eligibility criteria) are not available, the car eligible for the next higher grade can be taken
- If any executives (other than Sales Supervisor / Senior Sales executives) is intending to use rent-a-car facility, cars specified for Assistant Manager can be used with prior approval of Functional M5 Manager
- For all such exceptions, prior approval from respective M5 / S6 / P6 / K6 or above Gradeis required

Rent-a-Car Policy



Car Hire

Below are the guidelines pertaining to hiring of Cars by Assistant Managers / Managers / Scientists / Specialists :

- Assistant Managers / Managers / Scientists / Specialists, for whom fuel policy provides for the fuel expenses for local official travel cannot claim reimbursement of expenses for local travel separately either through Claim Reimbursement or renting a car
- This is excepting specific circumstances (e.g. employee unable to take own car due to non-availability of parking space at the destination, employee travelling to the airport for subsequent travel, etc.) for local official travel, wherein reimbursement of local travel expenses / renting a car can be availed with the approval of the Reporting Manager
- All Sales Executives who use taxi on certain days for market visit purposes, whether within their eligibility or through special approvals, cannot claim fuel allowance for days on which taxi is used for market visit

Rent-a-Car Policy



Safety guidelines for Rent a Car Facility

Measures need to be followed by traveller

- Fasten your seatbelts. All occupants are required to wear seat belts during the journey
- Smoking, Consumption of tobacco, Pan and Gutka is prohibited while travelling in company allotted car
- Avoid sleeping while you are seated on the front seat
- Do not strike unnecessary conversation with the driver as it may distract his attention from the road
- Usage of cell phone while driving is an offense as per the RTO. Please ensure that the driver does not use his cell phone while driving the vehicle
- If the driver has to take or make a phone call from his cell phone, then please advise / allow him to park the car at the next available space ahead to use his cell phone without endangering your safety / safety of others on the road
- Check whether driver is comfortable for driving and not feeling sleepy / tired. Call up travel desk in the slightest of doubt

Rent-a-Car Policy



Safety guidelines for Rent a Car Facility

- Do not allow / request the driver to frequently operate the music system as it may distract his attention from the road.
- Please encourage the driver to stay within safe speed limits as per traffic advisory signage on the road
- During monsoon (Rainy) and winter season (Fog), encourage the driver to be alert by keeping the speed slow / normal. Use the Hazard Warning Light Switch (red button in the centre of the dashboard with a white triangle, this switches ON all the orange blinking indicators lights together, warning oncoming and following cars to keep distance and be cautious)
- Please encourage the driver to follow traffic norms / regulations at all times (Speed Limits, Lane Discipline, etc.)
- Please ensure that the driver keeps a safe distance from the vehicle ahead of you
- In case of an emergency, please contact Rent-a-Car travel desk / local authorities

Rent-a-Car Policy



Procedure to book and submit bills through MYF

Assistant Managers / Managers / Scientists / Specialists and above can choose the following options to book a vehicle:

OPTION 1: For Self-Booking – MYF

- Employees can initiate the Car Hire request through Web Application (<https://asianpaints.myf.io/>) / Mobile Application (CAB Desk App) or through Asian Paints Admin Executive (Booker ID access). Based on the request the task will move to the Approver (where ever applicable)>> Vendor for booking the cab
- The employees are requested to raise the cab booking requests at-least one day in advance e.g. for any car requirement for 24th Aug, the requests has to be sent by 5 p.m. on 23rd Aug or before
- Post this, employee will get a confirmation of cab booking along with the cab details and drivers number on the email ID of the requestor as well as on the registered mobile number of the traveller. The cab details will be provided within 3 hours of the cab hire request
- During travel the employee is expected to check the Odometer reading of the start and end KM's and share the Start and End OTP with the driver

Rent-a-Car Policy



Procedure to book and submit bills through MYF

- Post travel, the expense approval along with the bill details will be triggered to the traveller's before the invoices are processed for payment. Traveller is expected to verify all the trip details and approve / reject the trips
- Employees are supposed to request for a cab as per the eligibility as per the policy and any exception to this will trigger approval
- Please note that all the official cab hire request are to be made as per the above process only and vendors will not entertain any direct requests

OPTION 2: For Self-Booking – Manual Bookings and Workflow route

- In case due to any reason Employee is not able to book cab through MYF then the cabs can be booked manually by sharing their requirement with location specific admin team post M5 and above, P06 and above, S06 and above, K06 and above approval by email.
- The admin executive shall be responsible for maintaining a Register for all 'Car Bookings'. This is required for tracking utilization as per guidelines, as well as keeping track of billing on Car Hire, payment, etc.
- The Bills pertaining to Car Hire will continue to be approved by the existing hierarchy

Rent-a-Car Policy



Procedure to book and submit bills through MYF

- All Bills will have to be supported with the Duty Slip, signed by the person, who has travelled. The name of the person, who actually travelled is to be written legibly in the Duty Slip
- The bills need to be submitted through <https://process.asianpaints.com/ProcessPortal> >> Car Hire Workflow
- All persons using the hired taxies are expected to note the kilometre reading, when the vehicle reports, and the time when the vehicle is relieved, and ensure that these are correctly recorded in the 'Duty - Slip'

Rent-a-Car Policy



Booking of Car Hire Invoices

Given below are the GL Codes and Cost Centres for booking of Car Hire Expenses

Sr. No.	Nature	GL code	GL Description	Cost Centre
1	Car Hire for Employee	L12001	Car Hire	Cost Center of Employee concerned (e.g. if DM visit the Depot, the expense should be booked in DM's Cost Center)
2	PC / Premium PC Member - Taxi Privilege	H02032/33	PC Gestures & Benefits (Current Year / Last Year) (This should not be booked to Car Hire G/L Code)	Cost Center of Depot to which the Dealer is attached. e.g. if a Dealer of Nagpur visits Mumbai, then the expense should be booked to Nagpur's Cost Center. Car Coupon should always be attached with the Car Hire Invoice.
3	Expenses incurred on Car Hire during PC Trip - Gateway arranged by division	H02028/29	Priv Club Trip Scheme - Current Year / Last Year (as applicable)	DM Cost Center (xx-ALLL) (No expense to be booked in HO Cost Center)

Rent-a-Car Policy



Entering a new contract for Rent a Car:

The following points are to be considered while negotiating with the Service Provider before entering a contract with new vendor:

- Obtain quotations from two or three Service Providers. Negotiate with the vendors, keeping the yard sticks provided. After negotiation, the firmed-up quotation will be obtained from the Service Providers
- Different Travel Companies quote for different slabs, for example, for Local Travels, the Slabs usually are:
- 4 Hours & 40 Kms, 8 Hours & 80 Kms etc
- Since the Slabs might be different, it will be necessary to have the same equated, and then negotiated
- The Allowance to be paid to the Driver, for overnight stay, etc. might also vary
- Extra Amount charged for extra hours (beyond the fixed slab) also vary between different Service Providers

Rent-a-Car Policy



Entering a new contract for Rent a Car:

Quotations received above from prospective vendors need to be sent to

- For Sales – To the Divisional Commercial Managers
- For Manufacturing Units – Plant Personnel Manager
- For Locations other than Sales Offices & Plants – Manager - HR Administration

The DCMs / Plant Personnel Managers / HR-Administration Manager shall examine these quotations, in detail, and shall approve the same after due diligence

While examining the rates prevalent across the country, it is evident that the rates vary very much

This gives an opportunity to the company to renegotiate the rates and other components pertaining to Car Hire

Rent-a-Car Policy



Checklist of specific supporting and workings required

Category of Document sent to SSC	Specific Supporting / Documentation
Agreement / Contract or renewal of Agreement / Contract	Approved Agreement / Contract containing all the clauses clearly as mentioned above.
Car Hire expenses for local travel / upcountry travel	<p>Original invoice along with duty slip signed by the AM / Manager using the vehicle Opening and closing kilometers, timings to be clearly mentioned on the duty slip.</p> <p><u>Note:</u> In case of Car usage by the dealer under Privilege club eligibility, the invoice should be accompanied with the PC coupon (Applicable for Dealers).</p>
Driver Charges, Overnight Charges	This can be charged under the respective invoice based on the signed duty slip as mentioned above
Reimbursement of Toll, Parking and Other taxes as applicable	Original toll / Parking other taxes receipts to be attached with the invoice

Rent-a-Car Policy



Exceptions

- Usage of Car by Executives needs to be specifically approved by employee in grade M5 / S6 / S6 / K6 or above. In case of commercial executives, the same can be approved by the Commercial Managers
- Innova or equivalent car usage should be done only where the number of people travelling is equal to or more than 4 or in case of a Dealer travel



Leave Travel Allowance (LTA)

Revised Date: 1st November, 2018

Responsible Party: Corporate HR, Corporate Accounts



Leave Travel Allowance



Applicability

LTA needs to be allocated as part of FGA. On allocation of LTA, Assistant Managers / Managers / Scientist / Specialists will be entitled to claim Leave Travel Allowance each year.

New joinees will be eligible for LTA amount proportionately from the date of joining to 31st March of the Financial year.



Entitlements

Monetary entitlement - A maximum of 20% of the applicable FGA can be claimed as LTA

Terms and Conditions -

- LTA, as a general rule, is not permitted to be carried forward and is to be claimed on or before 31st March of each year.
- Unclaimed LTA will be cash out in March month.



Leave Travel Allowance



Entitlements

Terms and Conditions -

- It is expected that the dependents of the Assistant Manager / Manager / Scientist / Specialist spend their holidays at the same leave stations during the period of the Assistant Manager / Manager / Scientist / Specialist leave.
- To claim this assistance, the Assistant Manager / Manager / Scientist / Specialist must submit their claim in the prescribed form within ten days of their return to duty.
- The discretion with regard to granting of this assistance is vested in the Company's Management and is subject to rules made in this regard
- Leave Travel Assistance provided by the Company is subject to Income Tax deduction at source as per Rules applicable in this regard from time to time. At present, LTA paid by the Company will be treated as exempt from income tax only to the extent indicated and under conditions given below.
- The family for the purposes of availing tax free LTA as per the explanation to Sec 10(5) (ii) of the Income Tax Act includes -
 - Spouse and children of the employee; and
 - Parents, brothers and sisters of the employee wholly or mainly dependent on the employee (i.e. brothers and sisters should be less than 21 years).

Leave Travel Allowance



Entitlements

Terms and Conditions -

- Expenses of travel to any place in India for the employee and their family shall be the amount actually incurred on the performance of such travel i.e. evidence of travel (rail tickets / air tickets / boarding pass, etc.) will have to be furnished, in original, in case exemption is sought.
- This exemption shall be available in respect of two journeys performed in a block of four calendar years.
- The tax exemption for amounts actually incurred shall be calculated on the following basis:
 - Where the journey is performed by rail, an amount not exceeding the Air conditioned II-class rail fare by the shortest route to the place of destination.
 - Where the place of origin of journey and destination are connected by rail and the journey is performed by any other mode of transport, an amount not exceeding the Air Conditioned II-class rail fare by the shortest route to the place of destination and;

Leave Travel Allowance



Entitlements

Terms and Conditions –

- Where the places of origin of journey and destination or part thereof are not connected by rail and the journey is performed between such places, the amount eligible for exemption shall be:
 - Where a recognized public transport system exists, an amount not exceeding the I-class or deluxe class fare, as the case may be, on such transport by the shortest route to the place of destination; and
 - Where no recognized public transport system exists, an amount equivalent to the Air Conditioned II-class rail fare, for the distance of the journey by the shortest route as if the journey had been performed by rail
- While the amount exempted from Income tax is being calculated at the scales and on the conditions indicated in clauses 6(a) to 6(d), the employee is free to avail the full amount eligible as per rules of the Company with or without furnishing proof of journey, subject to deduction of applicable tax.
- On separation, Assistant Manager / Manager / Scientist / Specialist will be entitled to LTA on pro-rata basis for the year. In case the manager has not claimed LTA before separation, the proportionate amount will be paid to him and if he has already claimed the amount for the entire year proportionate amount will be recovered.

Leave Travel Allowance



Procedures

Documents to be submitted

- The following documents need to be submitted to on PayBuddy Portal for LTA claim:
- Soft copy of all required supporting documents , Proofs need to upload on the PayBuddy Portal. No need to submit hard copy of supporting documents to Payroll.
- LTA claim amount should be equal to “Annual plan amount” as appearing in the payroll portal.
- In case Tax Exemption on LTA is claimed, Original travel proofs/tickets (along with Original boarding pass in case of air travel, Original tickets in case of train journey) needs to be submitted, along with the above documents.

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Telephone Expense Reimbursement

Revised Date: 1st April, 2023

Responsible Party: **Corporate HR, SSC**



Telephone Expense Reimbursement



Purpose

The objective of the policy is to lay down rules and eligibilities for employees for claiming reimbursement of telephone expenses.



Eligibility

This policy shall be applicable to all Executives, Assistant Managers, Managers, Scientists and Specialists as mentioned in subsequent pages.



Telephone Expense Reimbursement

Entitlements

The entitlements will be as follows:

Eligibility	Reimbursement amount in Rs / Month	Applicability
All Assistant Managers, Managers, Scientists and Specialists	1,350	1 mobile connection + 1 landline connection or 2 mobile connections*
All Executives in Sales & Marketing, Customer Centricity and Home Improvement in Sales and Technologist roles (Excluding Executives in Commercial, Sales Admin, Admin roles in these functions)	1,000	2 mobile connections*
Executives N – Sales and Technologist roles (Excluding Executives in Commercial, Sales Admin, Admin roles in these functions)	800	2 mobile connections*

* For employees in Project Sales and Services – Color Pro who are eligible for company provided SIM, the eligibility is over and above the SIM cards provided to them by the company and settled by the company directly.

Telephone Expense Reimbursement

Entitlements

Eligibility	Reimbursement amount in Rs / Month	Applicability
All Executives in Corporate Audit	500	1 mobile connection
Executives I ,Executives II and Executive N in all functions (Excluding those Executives whose limit is already above Rs. 500), Executive II- Systems Development, Executive I, Executives II & Senior Executives (including Trainee Engineers) who are not covered under the settlement at Ankleshwar, Kasna, Patancheru, Sriperumbudur, Rohtak, Khandala, Mysore, Vizag, Taloja and Penta	500	1 mobile connection
Principal & Sr. Executives in Systems, Senior Researcher in R&T, Senior Executives in ManTech / Admin / HR / Materials / Finance	500	1 mobile connection

Telephone Expense Reimbursement



Entitlements

Note for employees in Project Sales and Services – Color Pro:

- The company will no longer provide any handset to Executives, Assistant Management Trainees, Assistant Managers, Management Trainees, Managers, Specialists in Project Sales and Services – Color Pro. Any employee at these levels who joins or gets transferred to Project Sales or Services – Color Pro will be provided with Rs. 5000 as a one-time taxable component in the salary for the month in which such movement happens or in the succeeding month
- The provision of company provided SIM card for which the bill is settled by the company directly will continue for such employees to ensure continuity of contact with external business associates and stakeholders
- These employees must ensure the company provided SIM card is kept safely and securely at all times
- The Commercial Teams for Project Sales and Services – Color Pro will be responsible for keeping a record of SIM cards issued to and returned by the employees. These teams will keep the Reporting Managers of the respective employees informed in case of issue or return of company provided SIM card or any other issues related to this
- Employees who get transferred to other roles / locations or leave the company are responsible for handing over this SIM card to the next incumbent of their role or the RM – Admin Executive after informing their Reporting Manager and Commercial Team. Improper return shall attract suitable recovery in final settlement of exiting employees

Telephone Expense Reimbursement



Entitlements

Note:

- All mobile connections / data SIMs for the above reimbursements are for official use. All numbers have to be post-paid and in the name of the employee
- The employees are required to claim the reimbursement of telephone expenses through workflows in process portal / Digiburse. The entitlement limits shall cover rentals, call expenses and expenses over Value Added Services like Internet, SMS / MMS, GPRS / 3G / 4G / 5G services, missed call alerts etc. received over the mobile phone. Subscription services for entertainment like Netflix, Gaana etc. cannot be claimed
- The entitlement per month can be aggregated over a quarter. Hence, the total entitlement for the period April-June shall be the sum total of the entitlements for the months of April, May and June and so on. An employee is not allowed to carry forward entitlement from one quarter to another. The date of the telephone bill shall be considered to determine the month for which the reimbursement is being claimed. E.g. expenses in a telephone bill dated 4th January, shall be reimbursed through the entitlement for the month of January
- This monthly reimbursement would be either the maximum amount specified above or the actual bill amount, whichever is lower

Telephone Expense Reimbursement



Entitlements

Note:

- Reimbursement would be for fixed as well as variable charges, so long as the total claim per month does not exceed the limits specified above
- Any deviations of Telephone Reimbursement eligibility for International travel, or International calls can be approved by the Reporting Manager
- In rare situations where the expenses claimed exceed the entitlement limits, the reporting manager can approve the same as an exception, if said manager is convinced that the said excess expenses have occurred in course of work
- Family plans, where an employee avails of a plan which includes additional phone numbers and claims reimbursement for them, will not be approved
- An employee is not allowed to claim entirely / subsidize the purchase of a handset device through the mobile service provider. There are service providers who issue schemes for purchase of handset via the route of monthly EMIs. This cannot be claimed under the Telephone Expense Reimbursement Policy
- Telephone Reimbursement claims are to be raised within 90 days from invoice date



Telephone Expense Reimbursement



Frequently asked questions

How do I claim Telephone Reimbursement?

Below is the process to claim the telephone reimbursement –

- To update telephone details, please raise Elixir Service Request: Ask SSC-> SSC Related-> Update Tele No. for Reimb. use Elixir link [SSC :: Matrix42 \(m42cloud.com\)](http://SSC :: Matrix42 (m42cloud.com))
- After adding the number, to claim telephone reimbursement, the employee needs to login to the employee reimbursement portal via process portal to initiate a claim
- Claim reimbursement path is as follows - Reimbursement workflow -> Initiate Employee reimbursement -> Expense category – Telephone Reimbursement
- The employee can submit scan copy of the bill by uploading the bill on the reimbursement portal. Employees need not submit hard copy receipts

Alternatively, employee can download and use Digiburse app to submit their Telephone Reimbursement claims on their move.

Telephone Expense Reimbursement



Frequently asked questions

Can I carry forward my Telephone entitlement limit for a quarter to the next quarter?

No, the entitlement per month can be aggregated over a quarter. Hence, the total entitlement for the period April-June shall be the sum total of the entitlements for the months of April, May and June and so on. An employee is not allowed to carry forward entitlement from one quarter to another.

Can I claim reimbursement for a phone number on which only internet plan is used?

An eligible employee may claim expenses on internet on their phone (mobile / landline) as long as all reimbursements (phone + internet) are within the applicable limits. The overall limit of 2 phone numbers on which claims are being made needs to be followed.

If I have a group plan which includes multiple phone numbers linked to my mobile plan, can I claim reimbursement for the same?

Based on the employee's eligibility, employee can claim reimbursement. The mobile and landline connection have to be postpaid connections in the name of the employee to claim the reimbursement. Expenses incurred through group plans (multiple phone numbers linked to one mobile plan) wherein the connection holders' name for all phone numbers within the same plan are not easily identifiable will not be permissible.

I do not have a landline at home. Can I add one more mobile number instead?

Yes, if you are entitled to the reimbursement of 2 telephones as specified in the above table.

Telephone Expense Reimbursement



Frequently asked questions

Can I claim for telephone reimbursement where the connection is in the name of parents who are owners of the premises where I stay?

No. The employee can claim only when the telephone connection is in their name.

I am registered under a group plan where the billing is done to the account of primary number. Can I claim reimbursement under this scheme?

No. As per the policy, any telephone number to be reimbursed is to be in the employee's name and family or group plans will not be reimbursed.

Do I need to necessarily register my official mobile number for reimbursement?

Yes. The reimbursement is towards official usage of telephone and hence the cell phone number used for official work must be registered for reimbursement.

I was on an official tour and hence could not pay my telephone bill on time. Can I claim for the delay penalty charged by the service provider?

No. The reimbursement would be restricted to cover rentals, call expenses and expenses over value added services like Internet / Broadband, SMS / MMS, GPRS / 3G / 4G / 5G services incurred on the phone numbers registered with the company and no other expenses above these.



Fuel Reimbursement

asianpaints

Revised Date: 1st April, 2019

Responsible Party: **Corporate HR, SSC**

Fuel Reimbursement



Purpose

The objective of the policy is to lay down rules and eligibilities for the employees for claiming fuel benefit.



Eligibility

This policy shall be applicable for all Assistant Managers, Managers, Scientists and Specialists.



Fuel Reimbursement



Entitlement

For the employee in M5 / P6 / S6 / K6 or above Grade

Employee may claim fuel reimbursement, basis actual expenses incurred on fuel subject to the applicable grade specific limit. The residual unclaimed amount, if any shall be paid out in cash to the employee.

The said cash payout will be at the prevailing standard fuel rate (Non Premium - Petrol/Diesel/CNG depending upon the fuel usage by the employee and the RC copy) in Mumbai as on 20th March of the respective financial year.

For employees who do not own a four wheeler or have not claimed any fuel in the year or have electric vehicle, the payout will be 100% of total amount corresponding to annual eligibility of standard petrol in litres assumed at rate prevalent in Mumbai as on 20th March of the respective financial year. In these type of cases, no supporting documents are required for this purpose. This payment shall be taxable in the hands of employee as per the applicable Income Tax rules.



Fuel Reimbursement

Entitlement

This has been designed in order to comply with the tax deducted at source requirements of the Income Tax. For the purpose of above payout the fuel category most recently claimed shall be considered. The unclaimed fuel benefit paid out in cash shall be taxable in the hands of employee as per the applicable Income Tax rules. As per the current practice, fuel usage if any from 21st March to 31st March of the year can still be claimed in the month of April and adjusted against the next month's eligibility. All M5 / P6 / S6 / K6 or above Grade on rolls as on 31st March will be eligible for payment of residual unclaimed fuel amount. In case an M5 / P6 / S6 / K6 or above Grade resigns and is relieved before 31st March, pro-rata unclaimed fuel amount will be paid to them as part of their Full and Final settlement.

Fuel Reimbursement



Entitlement

In case an employee acquires a four wheeler during the financial year and intends to claim fuel expenses through reimbursement, then the employee must inform to SSC the details of type of vehicle and date at which it has been acquired through a declaration (Annexure 2). Basis this declaration, prorated payment as per the above rules shall be calculated for him at the end of the year.

The cash payout in all the above scenarios shall be made by end of financial year except for resignation cases, where the payment will be made in the employee's Full & Final settlement.



Fuel Reimbursement



Fuel limits

Grade	City	City 2	City 3
	Mumbai, Chennai, Delhi, Calcutta, Bangalore Ahmedabad, Pune, Secunderabad	Baroda, Cochin, Coimbatore, Jaipur, Jalandhar, Madurai, Nagpur, Surat, Kanpur, Indore, Chandigarh	All others
M3 & above (Eligible for company car scheme)		175 L	
M4 & M5 (Eligible for company car scheme)	175 L	85 L	75 L
P06, P07, P08, P09, P10, P11, S06, S07, S08, S09, S10, S11, K06, K07, K08, K09, K10, K11	175 L	85 L	75 L
M6A Retail sales, Project sales, Beautiful Homes, Colour Pro, Beautiful Homes Service, Services & Retailing, Adhesives & Distributor Network, Health & Hygiene, Home Improvement & Services (Eligible for company car scheme)	150 L	85 L	75 L
K04 / K05 Retail sales, Project sales, Beautiful Homes, Colour Pro, Beautiful Homes Service, Services & Retailing, Adhesives & Distributor Network, Health & Hygiene, Home Improvement (Eligible for company car scheme)	150 L	85 L	75 L





Fuel Reimbursement



Fuel limits

Grade	City 1	City 2	City 3
	Mumbai, Chennai, Delhi, Calcutta, Bangalore Ahmedabad, Pune, Secunderabad	Baroda, Cochin, Coimbatore, Jaipur, Jalandhar, Madurai, Nagpur, Surat, Kanpur, Indore, Chandigarh	All others
M6B & AM Retail sales, Beautiful Homes, Colour Pro, Beautiful Homes Service, Adhesives & Distributor Network, Health & Hygiene, Home Improvement (Not eligible for company car scheme)	110 L	60 L	55 L
K01 / K02 / K03 Retail sales, Beautiful Homes, Colour Pro, Beautiful Homes Service, Adhesives & Distributor Network, Health & Hygiene, Home Improvement (Not eligible for company car scheme)	110 L	60 L	55 L
M6B & Assistant Manager Services, Retailing & Strategy and New Businesses (Not eligible for company car scheme)	130 L	60 L	55 L
K01 / K02 / K03 Services, Retailing & Strategy and New Businesses (Not eligible for company car scheme)	130 L	60 L	55 L

Fuel Reimbursement



Fuel limits

* Eligible Managers at factories based at Patancheru, Kasna, Rohtak, Sriperumbudur, Khandala, Mysore and Vizag are allowed to claim Fuel Reimbursement on actuals subject to a limit for city grade 1.

In case of vehicles running on CNG or Diesel, the fuel limit shall be the same as that for Petrol stated in kilograms or Litres respectively. E.g. the CNG limit for a manager in grade M5 in Bangalore shall be 175 kg and so on.

It is expected that employees eligible for fuel expenses use the same for local official travel. Hence, they should not claim reimbursement of expenses for local travel separately. In case of exceptional circumstances (e.g. employee unable to take own car due to non-availability of parking space at the destination, employee travelling to the airport for subsequent travel) reimbursement of local travel expenses can be claimed with the approval of the reporting manager. This policy is already in effect and should be adhered to.

Employees are required to claim Fuel Reimbursement through workflows in Process Portal. Employees can claim Fuel Reimbursement for one car only. Please note that all claims for Fuel Reimbursement under this policy have to be necessarily claimed on actuals subject to the specified limits. If the car used by the employee is owned by them, it has to be registered in the employee's name and the employees have to submit the proof of the same as and when required by the Accounts department.

Fuel Reimbursement



Fuel limits

Managers in grade M5 / P6 / S6 / K6 or above, may choose to use a car registered in the name of one of its family member (spouse, parents and children) for official and personal use and claim Fuel Reimbursement for the same. In such a scenario, the employee shall have to submit the proof of the same and a declaration (Annexure 1) as and when required by the Accounts department.

The entitlement per month can be aggregated over a quarter. Hence, the total entitlement for the period April-June shall be the sum total of the entitlements for the months of April, May and June and so on. An employee is not allowed to carry forward entitlement from one quarter to another for the purpose of reimbursement. All fuel reimbursements claims must be raised within 2 months from the date of invoice.

All fuel reimbursements claims must be raised within 2 months from the date of invoice. In case of delay beyond 2 months, the claim shall be processed subject to the reporting manager and concerned M4's approval on the process portal.



Fuel Reimbursement

EXAMPLE

Example - 1

An M5 manager in Indore has 1020 (85*12) Litres of fuel eligibility limit annually as per the policy.

Said manager may claim reimbursement of expenses incurred up to this limit with supporting bills throughout the year 2022-23.

If the actual expense incurred and claimed as a reimbursement on fuel during the year was 850 Litres, then as on 21st March 2023 the unclaimed amount outstanding to the employee's account is 170 (1020 - 850) Litres.

These balance Litres of fuel i.e 170 Litres shall be encashed basis the prevailing fuel rate in Mumbai as on 20th March 2023.

For instance, if the employee is using a petrol vehicle and the petrol rate in Mumbai on 20th March 2023 is 80 Rs per Litre, then the flat cash payout of (170*80) Rs. shall be made to the employee by end of FY as an annual payment.

Fuel Reimbursement

EXAMPLE

Example - 2

An M5 manager in Mumbai has $(175*12)$ Litres of fuel eligibility limit annually as per the policy. If said manager does not claim reimbursement for fuel expenses throughout the year 2022-23, owing to not owning a car or any other reason, then a flat cash payout of $(175*12*80)$ Rs. shall be made to the employee by end of FY. For this, example petrol rate in Mumbai on 20th March 2023 is assumed as 80 Rs. per Litres. The cash payment so made on an annual basis shall be taxable in the hands of the employee. Only such claims which are raised till 21st March would be considered for arriving at the final pay out.

For the employee in grade AM, M6, P01,P02, P03, P04, P05, S03, S04, S05, K01, K02, K03, K04, K05

Fuel Reimbursement is given to the employees in grade AM, M6, P01,P02, P03, P04, P05, S03, S04, S05, K01, K02, K03, K04, K05 as per the table above to bear the expenses incurred on local travel carried out as a part of their official work only. The fuel benefit to AM M6, P01,P02, P03, P04, P05, S03, S04, S05, K01, K02, K03, K04, K05 is applicable only on the basis of the reimbursement of actual expenses incurred and claimed through supporting documents. The Fuel Reimbursement is grossed for tax. It is to be ensured that employees who claim this should not avail hired cabs, metered taxi and Unit cabs for local market visits/local travel.

Fuel Reimbursement



Tax calculations on fuel reimbursements

For Assistant Manager, Manager in Grade M6, Specialist in Grade K01 / K02 / K03 / K04 / K05 in Sales:

- The Managers in grades M6A, M6B, Specialists in grades K01 / K02 / K03 / K04 / K05 and Assistant Manager in Sales may claim Fuel Reimbursement as per the company policy.
- As per the Perquisite Tax rules, the Fuel Reimbursement given to the employee is taxable in the hands of the employee. This Fuel Reimbursement is given to them to bear the expenses incurred on local travel carried out as a part of their official work.
- The organization has decided to bear this additional tax on Fuel Reimbursement given to employees in grade M6, Specialists in grades K01 / K02 / K03 / K04 / K05 and Assistant Manager in Sales, as it is a business expense.
- The employees in M6A, K02 / K03 / K04 / K05 grade in Sales function who have availed the company leased car benefit are not liable for any separate perquisite tax on Fuel Reimbursement and thus, they do not incur any additional tax on Fuel Reimbursement. Hence, the refund is not applicable in their case.

Fuel Reimbursement



Tax calculations on fuel reimbursements

For employees in grade M5 and above, P06 and above, S06 and above, K06 and above:

- All employees in grade M5 and above, P06 and above, S06 and above, K06 and above may claim Fuel Reimbursement on actuals subject to specified limits. This Fuel Reimbursement is given to them for both official as well as personal use.
- The Fuel Reimbursement given to the managers in M5 / P6 / S6 / K6 or above Grade is treated as a perquisite and hence, is taxable in the hands of the employee. The perquisite tax shall be deducted as per the applicable Income Tax rules.
- The unclaimed fuel benefit paid out in cash at the end of the year shall be taxable in the hands of employee as per the applicable Income Tax rules.

Fuel Reimbursement



Two Wheeler Petrol Reimbursements in Sales Field Units (Applicable to Assistant Managers, Managers and Specialists)



Eligibility

The Petrol Reimbursements limits (Litres per month) in case of Two Wheelers for AMs, M6s, K01, K02, K03, K04, K05 in field units only for various locations, are as follows:



Fuel Reimbursement



Two Wheeler - Petrol Reimbursements

Applicable fuel limits for two wheelers are as provided below:

Cities	(Petrol Limit)	(Petrol Limit)
	M6, K01, K02, K03, K04, K05 & AM (Retail sales) - Two wheeler	M6, K01, K02, K03, K04, K05 & AM (Project sales, Home Solutions) – Two wheeler
Mumbai, Chennai, Delhi, Calcutta, Bangalore, Ahmedabad, Pune, Secunderabad	52 L	65 L
Baroda, Cochin, Coimbatore, Jaipur, Jalandhar, Madurai, Nagpur, Surat, Kanpur, Indore, Chandigarh	40 L	60 L
All others	40 L	52 L



Fuel Reimbursement



Two Wheeler - Petrol Reimbursements

Applicable fuel limits for two wheelers are as provided below:

- The Fuel Reimbursement is given to the Managers in grade M6 and Assistant Manager, Specialists in grade K01 to K05 as given in the table above to bear the expenses incurred on local travel carried out as a part of their official work only. It is expected that employees claiming Fuel Reimbursement use the same for local official travel. If the employee uses his own two wheeler for official local tours, the petrol reimbursements will be allowed against actual bills as per the limits mentioned above. Hence, they are not expected to claim reimbursement of expenses for local travel separately. In case of exceptional circumstances (e.g. employee unable to take own two wheeler due to non-availability of parking space at the destination, employee travelling to the airport for subsequent travel, etc.), reimbursement of local travel expenses can be claimed with the approval of the reporting manager.
- Employees are required to claim Fuel Reimbursement through workflows in Process Portal. Employees can claim Fuel Reimbursement for one two wheeler only. Please note that Fuel Reimbursement under this policy is not an entitlement and has to be necessarily claimed on actuals subject to the specified limits. If the two wheeler used by the employee is owned self, it has to be registered in the employee's name and the employee has to submit the proof of the same as and when required by the Accounts department.
- It may be noted that reimbursement of fuel can be claimed only as per either the two wheeler policy or four wheeler policy and not through both the policies during the same period of time.

Fuel Reimbursement



Two Wheeler - Petrol Reimbursements

- The limit per month can be aggregated over a quarter. Hence, the total limit for the period April-June shall be the sum total of the limits for the months of April, May and June and so on. An employee is not allowed to carry forward the same from one quarter to another. The Fuel Reimbursement for a quarter is to be claimed latest by the end of the first month of the subsequent quarter.



Tax Calculations on Fuel Reimbursements

- The Managers in grades M6, Assistant Manager and Specialists in grade K01 to K05 in Sales field units may claim Fuel Reimbursement as per the company policy.
- Fuel reimbursements under this policy are taxable as per the Income Tax provisions. As per the Perquisite Tax rules, the Fuel Reimbursement given to the employee is taxable in the hands of the employee. However, the organization has decided to bear this additional tax on Fuel Reimbursement given to employees in grade M6 and Assistant Manager in Sales field units, as it is a business expense.

Fuel Reimbursement



Frequently asked questions

I have a meeting scheduled with a business partner at his office, but there is constraint of parking space at their facility. Even though I am eligible for fuel, can I avoid taking car and claim conveyance for the same or claim parking charges if there is a pay and park?

- Yes. If an employee is unable to take their own car due to non-availability of parking space at the destination, said employee can claim local travel expenses through employee reimbursement portal by mentioning requisite comments in the text box.
- The employee can claim the parking charges as well in case said employee takes their own car and uses the pay and park facility for official work.

I am a manager based at Vakola who is eligible for fuel reimbursement. During my official visit to Turbhe I had used my vehicle which is registered with APL for claiming fuel reimbursement. During the journey I had to incur expenditure toward toll. Can I claim these expenses?

Yes. These expenses can be claimed through employee reimbursement workflow. Toll receipts will need to be submitted to SSC for settlement of claim.

Fuel Reimbursement



Frequently asked questions

I have two vehicles in my name. Can I claim fuel for any of these?

Fuel Reimbursement can be claimed only against a single vehicle for which the RC book is uploaded on the employee reimbursement portal.

Can I take my vehicle to Pune / Nasik, etc. for official visit and claim Fuel Reimbursement / toll charges in lieu of car hire?

The company does not encourage long distance official tours by employees through their own vehicles for safety reasons. Hence, use of personal vehicle for long distance travels by employees is not permissible and no reimbursements can be claimed by the employees for the same.



Fuel Reimbursement



Frequently asked questions

I have a car for which I get Fuel Reimbursement and must go for an official dinner / function away from office. I decide to go along with a colleague in his vehicle. After the event, I take a cab home or go back to office to pick up my car. Can I claim reimbursement for the cab expenses?

No. The arrangement made by the employee for travel is for personal convenience hence any expense incurred in this regard needs to be borne by the said employee on its own and cannot be claimed as reimbursement from the company.

In a case, where my existing car lease has not expired, and I have taken delivery of my new car, can I claim petrol for both in the interim?

No. Fuel Reimbursement is permitted for only one car at a time.

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Paint, Beautiful Homes Service & Sleek Products at a Concessional Rate Policy

Revised Date: 1st April, 2023

Responsible Party: **Corporate HR, Business HR**



**Paint, Beautiful Homes
Service & Sleek products
at a concessional
Rate policy**



Purpose

This policy describes the discounts that are available for employees on the company products and services – Paints, Nilaya wallpaper, Adhesives, Beautiful Homes Service and Sleek Products.



Eligibility for Paint, Beautiful Homes Service and Sleek Products

- The facility of concessional rates for Paints, Nilaya wallpaper, Adhesives, Beautiful Homes Service and Sleek Products can be availed by all confirmed employees of the company as indicated below:
 - Assistant Managers, Managers, Scientists and Specialists
 - Executives at Vakola, SSC, Turbhe and all Sales Units
 - Executives who are not covered under the settlement at Ankleshwar, Kasna, Patancheru, Sripurumbudur, Rohtak, Khandala, Taloja, Penta, Vizag and Mysore
 - For all unionized employees, the discount on company products and process of availing it will be as per the settlement agreement
- The employee can avail these concessional rates for use in their own / family's place of residence. For this purpose, the family is defined as self, spouse, children and parents / parents in law (dependent or otherwise)



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Discount

%

Entitlement for Paint

- An employee can avail this facility of concession on Paints / Nilaya wallpaper / Adhesives, once every three years.
- Discount on Nilaya wallpaper and Adhesives will only be applicable in cities where the concerned products are available.
- With respect to discount on paints, employee can avail once in every three years. Thus, if an employee avails the paint concession on 1st November, 2019 then, they can claim paint discount only after completion of three years i.e. on or after 1st November, 2022.



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Administration of facility for Paints

Paints or coating:

- Discount - Paints or coating products shall be available at a discount of 30% for employees and a cash discount of 5% will also be applicable
- The 5% cash discount and 30% employee discount both will be applied on the DPL value of the paint
- These calculations are explained in detail through a table on the next page
- Grade entitlement for Paint discount -If an employee is availing discount on paint under this facility, the Dealer Price List (DPL) value of the material purchased under the facility plus any extra cost of tinting in case of billing of shades will be limited to the below grade level entitlements. This value will be arrived at before the application of any discount. There will be no linkage to individual basic while applying for the paint discount



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Administration of facility for Paints

Grade based entitlement for Employee discount on paint

Executives	40000
AM / AMT	60000
P01 / K01	60000
M6B /M6A/MT	85000
P02 / P03 / P04 / P05 / K02 / K03 / K04 / K05 / S03 / S04 / S05	85000
M5B/M5A	125000
P06 / P07 / P08 / S06 / S07 / S08 / K06 / K07 / K08	125000
M4B and above	200000
S9 / S10 / S11/ P09 / P10 / P11 / K9 / K10 / K11	200000

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Administration of facility for Paints

Illustration

- a. Assume that an Executive wishes to avail this facility. The DPL value of the material required for painting is Rs.10,029. The employee can purchase the material since under this facility, the value of the material is lower than its grade based entitlement of Rs. 40,000. To calculate the final cost of material in this Executive's hands, the following method will be used:

	Grade of employee	Executive
a	DPL value of material plus cost of tinting	10029
b	Grade base Entitlement	40000
c	Cash discount on DPL value (a x 5%)	501
d	Net cost after applying 5% Cash discount (a - c)	9528
e	GST @ 18% after Cash discount (d x 18%)	1715
f	Material value including GST after Cash discount (d + e)	11243
g	Employee discount on paint (a x 30%)	3009
h	Total Discount (c + g)	3510
i	Final cost of material in the employee's hands after discounts and taxes (a - c + e - g)	8234

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Administration of facility for Paints

- b. Assume that an Area Manager (M6) wishes to avail this facility. DPL value of the material required for painting is Rs. 50000. The employee can purchase the material since under this facility the value of the material is lower than the grade based entitlement of Rs. 85000. Cash discount and Employee discount will be applied on the DPL value of Rs. 50000.
- c. The calculations given in the above table are as per current GST related laws and statutes. Any future changes in these laws and statutes will also be applicable on the calculations given in the above table.



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Process to avail the paint at concessional rate

Application

- The employee needs to contact the local sales depot under which the location of the residence to be painted is covered, with a written request mentioning employee's paint requirements. The employee is also required to check whether the product shades required by employee are available in the Unit. In case an employee requires a sales depot contact, they can reach out to the respective BHR for the sales division, who will assist them with the same
- In employee's mail request, the concerned employee should clearly mention the exact required shade to be tinted. Only the shades that are possible to be tinted in the depot, where such facility is available, can be billed
- The unit shall revert with the value of the paints as per the dealer price list. The cost of tinting will also be included in the overall cost
- This list is to be submitted by the employee to his respective M5 / P6 / S6 / K6 or above grade manager with a copy to their Reporting Manager and the Business HR / Corporate HR for record purpose. The approval can be given by managers in grade M5 / P6 / S6 / K6 or above grade as applicable i.e. in case of employees in grade M5 / P6 / S6 / K6 or above grade, the immediate Reporting Manager can approve. The approving manager needs to confirm that the value of material is lower than or equal to the grade based entitlement. This approval can be given on e-mail



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Process to avail the paint at concessional rate

- For records, in case of Assistant Managers, Managers, Scientists and Specialists, this request should be copied to the concerned team in Corporate HR. In case of Executives, this request needs to be copied to relevant Business HR team based on the location
- The copy of the email should be submitted by the employee at the local unit to avail the paint at discounted rate
- Goods will need to be paid for in advance, before transportation of material, through DD / Cheque / Pay order. The payment can also be made through online payment via NEFT. Goods will be sold subject to availability of stocks. All taxes will be levied as per the rules / laws in force
- Procedure for NEFT: - Employee has to take the following details which are linked with the customer code of the unit (sales unit from where an employee wishes to take the material) from the concerned unit Admin Executive
 - Beneficiary Name
 - A/c Number
 - Bank Name
 - MICR Code
 - IFSC Code
 - Account TypeEmployee needs to complete the online transfer and inform the Unit Admin Executive with the Bank reference number. The Unit Admin Executive verifies the payment details through SAP and dispatches the material accordingly.

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Process to avail the paint at concessional rate

Procurement

- Materials under discount cannot be procured from dealers and have to be procured only from the depot directly.
- The employee can avail the material tinting facility in the depots, wherever this facility is available. The payment made to the depot will be inclusive of the billing of shades
- The employee has two options in terms of transportation of material – employee can either make their own arrangements for taking the materials to it's residence / destination. The employee also has the option to opt for delivery of materials to self / family's residence
- In case the employee opts for delivery of materials to his residence, the cost of delivery will be borne by the Company. This delivery will be done via either 3rd party truck delivery service or via courier service.
- For delivery to residences that are outside city limits (up-country locations), a duration of 7 working days will be required
- The minimum Dealer Price List (DPL) value of the material to avail the facility of delivery of material to the residence will be Rs.5,000/-

**Paint, Beautiful Homes
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Process to avail Nilaya wallpaper and Adhesives at concessional rate for employees

- Discount - If an employee chooses to avail the discount on Nilaya wallpaper or Adhesive Products, a total discount of 15% shall be available. An employee can choose to claim this either with the Paint discount or as a standalone purchase. All other rules regarding frequency, grade based entitlements and process of availing will remain the same
- For example, if an Assistant Manager wishes to purchase Paint and Nilaya wallpaper products for it's home, the total DPL value of the material (Paint plus Nilaya wallpaper) should be lesser than or equal to Rs. 30000 (Assistant Manager level grade entitlement). Employee can avail the discount once in 3 years only
- To avail the discount, employees need to ensure that they are applying for Nilaya wallpaper & Adhesives products, at the same time that they are applying for Paint discount
- Before placing the order, employee can check the availability of Nilaya wallpaper products, Employees can send an SMS to 7666673333 in this format- NILAYA<> SKU CODE<>Qty required. They will receive a response mentioning the current stock for that SKU



**Paint, Beautiful Homes
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Entitlement for Beautiful Homes Service

- There are no Grade based entitlement limits for Beautiful Homes Service
- The employee can avail BH service (including Sleek Full Kitchens / Wardrobes) under this scheme once in 5 years. The facility can be availed once every three years for Sleek appliances, individual components and accessories i.e. an employee cannot purchase the same appliance, accessory or component more than once in 3 years

**Paint, Beautiful Homes
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City Coverage

- This policy will be applicable where BH service is operational. As on April 2023, BHS is offered in below listed cities.

Division	Dealer Code	Dealer Name	City
South	303709	KARNATAKA HARDWARE & PAINTS[KHP]	Bangalore
West	117328	CHANDA H/W & PAINTS	Nasik
North	700522	B GURMUKH SINGH & SONS	Amritsar
South	453147	ANNAMALAI STORES	Coimbatore
South	440462	SANMATHI TRADERS	Tumkur-Banglr
South	573161	SEKAR & CO	Karur-Trichy
Central	259358	BHARAT CONSTRUCTIONS SALES & SERVICE	Raipur
North	286812	AMRIT TRADERS PRIVATE LIMITED	Delhi
South	511586	EVERSHINE AGENCIES (DECO-06)	Kochi
East	253192	SATYA PAINTS	Orissa

**Paint, Beautiful Homes
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City Coverage

Division	Dealer Code	Dealer Name	City
North	658874	National Paint & Sanitary House	Mathura
South	473653	Senthil Hardwares & Paints	Hosur
North	732048	KAPILA MARBLE HOUSE	Ludhiana
Central	273875	ANAND COLOUR WORLD	Ahmedabad
North	587607	UDC Impex LLP	Delhi
South	454515	Raj Hardware	Chennai
East	393382	CHOUDHARY BROTHERS H/W & ELEC.	Hyderabad
South	247697	Ananta Corporation	Coimbatore
North	295153	New Azad Hardware And Paint Store	Haldwani
North	714354	JAKHAR PAINTS & DECOR	Rohtak
South	576838	Mahalakshmi Paints	Coimbatore
South	263080	SELVI HARDWARES & ELECTRICALS	Tirupur

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City Coverage

Division	Dealer Code	Dealer Name	City
East	342905	Sri Ram Brothers	Hyderabad
Central	170831	Ramchandran Paint co.	Ahmedabad
Central	630500	Asian Color Kota	Kota-Rajasthan
South	452571	Bhagyalaxshmi Paints	Chennai
South	251138	Basheera Paints	Chennai
South	299297	Harish traders	Bangalore
East	287705	Deb Enterprises	Kolkata
South	355491	INTERIO SOLUTIONS	Hubli
South	447722	Peeyes	Bangalore
North	346036	Novelty Homes	Delhi
East	283045	Nagasai Agencies	Guntur Vijayawada
West	287757	Geetanjali Paints	Solapur Maharashtra

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City Coverage

Division	Dealer Code	Dealer Name	City
East (Changed to West)	299089	Srinivasa Exclusive	Hyderabad
North	243931	RSPC	Ludhiana
East	271181	P G PAINT CENTRE	Imphal
South	444594	Bastikar	Mangalore
North	720748	Gurusharan & Singh Co.	Sahibzada Ajit Singh Nagar
North	355132	New Ashok Paint Mart	Agra
North	315610	Kedarmull Bimal Kumar	Shillong
East	257144	Jaiswal Bath Emporio	Bhubneshwar
North	241572	Siddharth Paint	Gaziabad
South	535235	Basava Traders	Gulbarga
North	356158	Briddhi Furnishing	Gorakhpur
West	417318	VISHWAKARMA ELECTRICAL HARDWARE	Hyderabad

**Paint, Beautiful Homes
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EMI

Administration of facility for Beautiful Homes Service

- Discount Available:
- The below mentioned discounts are applicable on a minimum site value of ₹1.5L (excl. of taxes):
- Employees availing No EMI option: If an employee chooses to avail the Beautiful Homes Service without EMI option then a total discount of 15% (on quotation value* excl. of taxes**) shall be available on the price of the service. Please note that this discount is inclusive of all possible discounts that can be availed as per the regular Beautiful Homes Service terms and conditions
- Employees availing EMI option: If an employee chooses to avail the Beautiful Homes Service with EMI option then a total discount of 10% (on quotation value* excl. of taxes**) shall be available on the price of the service. Please note that this discount shall be inclusive of all possible discounts that can be availed as per the regular Beautiful Homes Service terms and conditions
- *quotation value ex-tax includes the entire BHS scope of work like civil, furniture (except wardrobes), furnishing, lighting, bath, paint and other allied categories. For discounts on Full Sleek Kitchens and Wardrobes, please refer the Sleek specific discounts mentioned below:

***APL Management fees and taxes as applicable will be charged on the discounted quotation value (ex-tax)*

**Paint, Beautiful Homes
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EMI

Administration of facility for Beautiful Homes Service

- Under this policy, the discount structure*** for Sleek is as given below:

Category	Discount to Employees
Yuva Kitchen	35% on MRP
Sleek Kitchens	45% on MRP
Yuva Wardrobe	30% on MRP
Sleek Wardrobe	30% on MRP
Raumplus Wardrobe	30% on MRP
Appliances	25% on MRP

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EMI

Administration of facility for Beautiful Homes Service

*****The offer is applicable only on Full Kitchens / Wardrobes or Appliances of Sleek**

*****For all the Sleek products - Modular Kitchens, Wardrobe, as well as appliances - installation costs would have to be paid as per actuals**

The table below illustrates the different discount scenarios assuming a Non-Sleek BHS quotation value (ex-tax) of ₹10 Lakhs and Sleek Kitchen value of MRP ₹3,00,000/- (or ₹2,54,237 ex-tax) for EMI and Non-EMI customers;

Scenario A: Employee avails BHS service (Non-Sleek BHS quotation value ex-tax of ₹10 Lakhs) without Full Sleek Kitchen and does not opt for EMI

Scenario B: Employee avails BHS service (Non-Sleek BHS quotation value ex-tax of ₹10 Lakhs) without Full Sleek Kitchen and opts for zero cost EMI scheme

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EMI

Administration of facility for Beautiful Homes Service

Discount Scenarios	Only BHS (Non EMI) (A)	Only BHS (EMI) (B)
BHS quotation Value ex tax	1000000	1000000
15% Discount on BHS (Non EMI)	150000	-
10% Discount (EMI)	-	100000
Total Discounted Value	850000	900000
12% APL Mgmt Fees	102000	108000
Taxable Value	952000	1008000
18% Tax	171360	181440
Net Payable Value	1123360	1189440

Under both scenarios (A and B) mentioned above, if the employee decides to avail Full Sleek Kitchen (MRP ₹3,00,000/-), he will get an additional discount of $45\% * 3,00,000 = ₹1,35,000/-$ on the Full Sleek Kitchen.



**Paint, Beautiful Homes
Service & Sleek products
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written request for
approval EMI
scheme

Application and Process to avail Beautiful Homes Service

- The employee should contact the Beautiful Homes Service field team operating in their city and seek a quotation for the decor work the employee wants to get done. The BHS team shall prepare and submit the quotation as per their standard procedure.
- The employee will then give a written request for approval with the quotation and the EMI scheme chosen (in case Employee avails EMI) to its Reporting Manager in case of all Assistant Managers and Managers. For all Executives, the approving authority would be their respective M5 / P6 / S6 / K6 or above Grade.
- The mail request submitted should include the following information and the approving Manager should check and approve the same:
 - Employee ID
 - City where the service is to be availed
 - Family members (as defined) for whom the service is to be availed along with address (as applicable)
- The approving manager shall forward the request to the relevant HR team for record purpose. In case of Assistant Managers, Managers, Scientists and Specialists the request should be forwarded to Corporate HR. In case of Executives, the request needs to be forwarded to relevant Business HR team.
- The employee shall hand over the approved request to the Beautiful Homes Service team which shall initiate the next steps.



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scheme

Application and Process to avail Beautiful Homes Service

- The employee shall pay the applicable amount to the Beautiful Homes Service team for them to commence work as per the standard payment terms laid out by the BHS team.
- Discounts for the categories of Paint, Bath and Kitchen (Sleek) shall be applicable only on AP Branded Products.
- No other schemes and/or discounts can be added over and above the mentioned discounts.
- The employee can avail BHS service, Full kitchen / wardrobe or both under this scheme once in 5 years and the Sleek appliance range once in 3 years.
- APL Management fees will be charged on the discounted quotation value (ex-tax)
- Discount on Appliances would be applicable only on the Sleek Range of Appliances and not on any other brand marketed by Sleek.
- Payment modes will be Online or via Cheque.
- All taxes will be levied as per the rules / laws in force.

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scheme

Application and Process to avail Beautiful Homes Service

Booking & Payment terms for EMI and Non EMI customers:

The following payment schedule will be applicable when the employee decides to go ahead with BHS

Booking & Payment Terms (Non EMI):

Employee agrees to make payments to APL as per below stages:

- a. Stage I: 15% of the estimated site value to be paid in advance as booking amount. This amount is non-refundable in case of any cancellations.
- b. Stage II: 55% of final approved BOQ / quotation amount shall be paid at the time of design finalization with Designer. The BOQ / Design attached shall be considered as final for the purposes of ascertaining the amount to be paid and for placing orders with vendors in respect of products selected.
- c. Stage III: The balance 30% to be paid prior to delivery & installation of furniture, fittings, etc.

Booking & Payment Terms (EMI):

EMI options offered by BHS are as under:

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written request for
approval EMI
scheme

Application and Process to avail Beautiful Homes Service

Scheme	Tenor	Adv EMI	Net Tenor - Employee will pay EMI over this period	Down Payment by Employee	Employee has to bear interest cost of	Particulars
BHS1	9	3	6	33%	NIL	0 - cost EMI option
BHS2	12	4	8	33%	NIL	0 - cost EMI option
BHS3	15	5	10	33%	NIL	0 - cost EMI option
BHS4	24	8	16	33%	4.75%	Partial cost EMI option
BHS5	36	12	24	33%	6.90%	Partial cost EMI option

**Paint, Beautiful Homes
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written request for
approval EMI
scheme

Application and Process to avail Beautiful Homes Service

- APL facilitates No Cost Equated Monthly Installment (EMI) payment option for its customers through the empaneled Debt Financing Company. In cases where they are desirous of availing this facility, the Customer expressly consents to APL collecting and sharing their name, mobile numbers and email addresses with the Debt Financing Company (DFC) for this purpose
- It is expressly understood by the customer that the EMI facility is being offered by the DFC to the customer and APL has no role to play in the approval, extension, pricing, modification, pre-closure, closure or any matter incidental thereto pertaining to offering of the EMI facility, which is decided at the sole discretion of the DFC
- The EMI facility being offered by the DFC to the customers is governed by respective terms and conditions of the DFC; the customer is advised to approach the DFC in case of any complaint, dispute or enquiry about an EMI transaction
- APL shall not be held liable for any dispute arising out of or in connection with such EMI facility being offered by the DFC
- The EMI facility is made available to the customers by and at the sole discretion of the DFC. Customer hereby agrees that APL will not be liable for any claims on account of availability or non-availability of EMI facility
- APL reserves the right to discontinue the No Cost EMI payment facility at any time without prior notice and without any liability

Paint, Beautiful Homes
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written request for
approval EMI
scheme

Application and Process to avail Beautiful Homes Service

In all options of EMI chosen by the employee, employee will be required to first pay 33% down payment to Asian Paints as indicated in the table above. E.g. if Site value is 10 lacs plus 18% GST - i.e. ₹11.8 lacs. Then customer will first pay 15% down payment i.e.: 1.77 lacs to APL. Then customer will express his desire to go with an EMI option. Customer will then need to pay balance 18% of ₹11.8 lacs i.e. ₹2.124 lacs to APL. Remaining 67% i.e. ₹7.906 will be paid on behalf of customer by the DFC.

Mode of Payment: APL recommends that all payments be made by way of Cheque / Payment Gateway only.

Please note: Details mentioned in this policy are applicable as on 1st September 2020 and might change subsequently.
Please refer to the latest version of the policy document at the time of booking the site for BHS

Paint, Beautiful Homes
Service & Sleek products
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AS PER
THE POLICY

Entitlement for Sleek Products

This facility can be availed once every five years for Modular Kitchens & Wardrobes. This facility can be availed once every three years for the appliances, individual components and accessories i.e. an employee cannot purchase the same appliance, accessory or component more than once in 3 years.

To illustrate: An employee purchases a Chimney from Sleek in April, 2023. As per the policy, they cannot purchase another Chimney for the next 3 years. In November, 2023 the same employee wishes to purchase a Microwave from Sleek. As per the policy, he can purchase the Microwave since it is a different component.

The other conditions and discount rates for Sleek Products are mentioned in the policy below.

**Paint, Beautiful Homes
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at a concessional
Rate policy**



Discounts and Process to avail Sleek products at a concessional rate

Discounts

Under this policy the discount structure will be as given below:

Category	Discount to Employees
Yuva Kitchen	35% on MRP
Sleek Kitchens	45% on MRP
Yuva Wardrobe	30% on MRP
Sleek Wardrobe	30% on MRP
Raumplus wardrobe	30% on MRP
Appliances	25% on MRP

Process and Terms & Conditions

The offer is applicable only on Full Kitchens / Wardrobes or Appliances.

The offer can be availed through a company owned store in Mumbai / Delhi / Pune or through any of the franchise stores of Sleek situated across India. Visit www.sleekworld.com to locate a Sleek kitchen dealer near you.



**Paint, Beautiful Homes
Service & Sleek products
at a concessional
Rate policy**



Discounts and Process to avail Sleek products at a concessional rate

- While providing booking confirmation, the employee needs to quote the Employee ID and provide the employee ID card. The in-house Designer from Sleek will verify the employee details and confirm through the relevant HR team that the special discount for the employee can be provided.
- No other scheme discount can be added over and above the mentioned rates.
- The employee can take a kitchen / wardrobe or both under this scheme once in 5 years and the appliance range once in 3 years.
- Discount on Appliances would be applicable only on the Sleek Range of Appliances and not on any other brand marketed by Sleek.
- For all the products - Modular Kitchens, Wardrobe, as well as appliances - the costs of site visit, design, installation, and civil costs would have to be paid as per actuals and no discount will be applicable on these items. Freight / Courier costs to Sleek serviced locations would be borne by Sleek but in case of any other locations not serviced regularly, employees might need to bear additional freight cost.



**Paint, Beautiful Homes
Service & Sleek products
at a concessional
Rate policy**



Discounts and Process to avail Sleek products at a concessional rate

Mode of payment

The payment for installation of Modular Kitchens should be made to the Sleek Store or franchise store via cheque. 70% of the material amount is to be paid on order confirmation and the balance payment including installation and other charges is to be paid prior to the dispatch of materials.

Once the cheque is cleared, then the product and service will be provided.

The list of Sleek Company owned stores and franchise stores is available on <http://www.sleekworld.com>.

For further queries please contact,

Prachiti Bhuskute - prachiti.bhuskute@asianpaints.com

Kapil Sachar - kapil.sachar@asianpaints.com

Paint, Beautiful Homes
Service & Sleek products
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Records to be maintained for Paints, Beautiful Homes Service and Sleek products

A copy of the sanctioning letter should be filed in the personnel file of the employee. The relevant Asian Paints HR team will maintain track of the employees who have availed this benefit.



**Paint, Beautiful Homes
Service & Sleek products
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Rate policy**

Virtual Accounts lists details

Sr. No.	Dealer Code	Dealer Name	Acc No	Created on	Division	Sales Area	Sales Office
1	256599	Asian Paints Staff A/C	3181256599	2-19-2014	East	1523	APL Agartala
2	620152	Asian Paints Staff A/C	3181620152	1-31-2014	North	1516	APL Agra
3	170534	Asian Paints Staff A/C	3181170534	1-31-2014	Central	1540	APL Ahmd Aslali City
4	249337	Asian Paints Staff A/C	3181249337	5-18-2010	Central	1543	APL Ahmd Aslali UPC
5	600226	Asian Paints Staff A/C	3181600226	1-31-2014	West	1545	APL Akola
6	264228	Asian Paints Staff A/C	3181264228	1-31-2014	West	1584	APL Aurangabad
7	444044	Asian Paints Staff A/C	3181444044	1-20-2012	South	1566	APL Bangalore East
8	421317	Asian Paints Staff A/C	3181421317	1-31-2014	South	1565	APL Bangalore Peenya
9	265239	Asian Paints Staff A/C...(1590)	3181265239	1-31-2014	South	1590	APL Bangalore West
10	180784	Asian Paints Staff A/C	3181180784	1-31-2014	Central	1541	APL Baroda





**Paint, Beautiful Homes
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Rate policy**

Virtual Accounts lists details

Sr. No.	Dealer Code	Dealer Name	Acc No	Created on	Division	Sales Area	Sales Office
11	254143	Asian Paints Staff A/C	3181254143	1-31-2014	North	1580	APL Bhatinda
12	628637	Asian Paints Staff A/C	3181628637	1-31-2014	Central	1557	APL Bhopal
13	502384	Asian Paints Staff A/C	3181502384	1-31-2014	West	1562	APL Calicut
14	730769	Asian Paints Staff A/C	3181730769	1-31-2014	North	1501	APL Chandigarh
15	266274	Asian Paints Staff A/C (1618)	3181266274	2-19-2014	South	1618	APL Chen Madhavaram
16	466013	Asian Paints Staff A/C	3181466013	1-31-2014	South	1571	APL Chen Vanagaram
17	265848	Asian Paints Staff A/C	3181265848	1-31-2014	South	1577	APL Chen Vanur UPC
18	265847	Asian Paints Staff A/C	3181265847	1-31-2014	South	1576	APL Chennai Chrompet
19	469265	Asian Paints Staff A/C	3181469265	1-31-2014	South	1570	APL Chennai Guindy
20	504212	Asian Paints Staff A/C	3181504212	04-02-2014	West	1601	APL Cochin New





**Paint, Beautiful Homes
Service & Sleek products
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Virtual Accounts lists details

Sr. No.	Dealer Code	Dealer Name	Acc No	Created on	Division	Sales Area	Sales Office
21	247308	Asian Paints Staff A/C	3181247308	1-31-2014	South	1572	APL Coimbatore
22	393658	Asian Paints Staff A/C	3181393658	1-31-2014	East	1533	APL Cuttack
23	246667	Asian Paints Staff A/C	3181246667	1-31-2014	North	1581	APL Dehradun
24	252500	Asian Paints Staff A/C	3181252500	1-31-2014	North	1502	APL Faridabad
25	684156	Asian Paints Staff A/C	3181684156	1-31-2014	North	1518	APL Ghaziabad
26	138523	Asian Paints Staff A/C	3181138523	1-31-2014	West	1556	APL Goa
27	248453	Asian Paints Staff A/C	3181248453	1-31-2014	East	1524	APL Guwahati
28	131348	Asian Paints Staff A/C	3181131348	1-31-2014	South	1567	APL Hubli
29	627627	Asian Paints Staff A/C	3181627627	1-31-2014	Central	1559	APL Indore
30	605931	Asian Paints Staff A/C	3181605931	1-31-2014	Central	1560	APL Jabalpur



**Paint, Beautiful Homes
Service & Sleek products
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Rate policy**

Virtual Accounts lists details

Sr. No.	Dealer Code	Dealer Name	Acc No	Created on	Division	Sales Area	Sales Office
31	644332	Asian Paints Staff A/C	3181644332	1-31-2014	North	1512	APL Jaipur
32	711430	Asian Paints Staff A/C	3181711430	1-31-2014	North	1509	APL Jalandhar
33	265395	Asian Paints Staff Jammu	3181265395	1-31-2014	North	1515	APL Jammu
34	652463	Asian Paints Staff A/C	3181652463	1-31-2014	North	1513	APL Jodhpur
35	666295	Asian Paints Staff A/C	3181666295	1-31-2014	North	1519	APL Kanpur
36	257745	Asian Paints Staff A/C	3181257745	1-31-2014	East	1536	APL Kol Hyde Road
37	252031	Asian Paints Staff A/C	3181252031	1-31-2014	East	1535	APL Kol Mahispota
38	169596	Asian Paints Staff A/C	3181169596	1-31-2014	West	1547	APL Kolhapur
39	734921	Asian Paints Staff A/C	3181734921	1-31-2014	North	1520	APL Lucknow
40	733959	Asian Paints Staff A/C	3181733959	1-31-2014	North	1510	APL Ludhiana



**Paint, Beautiful Homes
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Virtual Accounts lists details

Sr. No.	Dealer Code	Dealer Name	Acc No	Created on	Division	Sales Area	Sales Office
41	466600	Asian Paints Staff A/C	3181466600	1-31-2014	South	1573	APL Madurai
42	444426	Asian Paints Staff A/C	3181444426	1-31-2014	South	1568	APL Mangalore
43	179852	Asian Paints Staff A/C	3181179852	1-31-2014	West	1551	APL Mumbai Bhiwandi
44	105646	Asian Paints Staff A/C	3181105646	1-31-2014	West	1549	APL Mumbai Kandivli
45	105493	Asian Paints Staff A/C	3181105493	1-31-2014	West	1550	APL Mumbai Mulund
46	103190	Asian Paints Staff A/C	3181103190	1-31-2014	West	1548	APL Mumbai Sewri
47	244793	Asian Paints Staff A/C	3181244793	1-31-2014	South	1569	APL Mysore
48	879268	Asian Paints Staff A/C	3181879268	1-31-2014	North	1508	APL N Delhi
49	873406	Asian Paints Staff A/C	3181873406	1-31-2014	North	1505	APL N Delhi Badarpur
50	877705	Asian Paints Staff A/C	3181877705	1-31-2014	North	1507	APL N Delhi Mandoli



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Virtual Accounts lists details

Sr. No.	Dealer Code	Dealer Name	Acc No	Created on	Division	Sales Area	Sales Office
51	706452	Asian Paints Staff A/C	3181706452	1-31-2014	North	1506	APL N Delhi Mayapuri
52	610452	Asian Paints Staff A/C	3181610452	1-31-2014	West	1552	APL Nagpur
53	115025	Asian Paints Staff A/C	3181115025	1-31-2014	West	1553	APL Nasik
54	265644	Asian Paints Staff A/C	3181265644	1-31-2014	North	1597	APL Noida
55	258999	Asian Paints Staff A/C	3181258999	1-31-2014	North	1583	APL Parwanoo
56	264804	Asian Paints Staff A/C	3181264804	1-31-2014	East	1610	APL Patna City
57	165525	Asian Paints Staff A/C	3181165525	1-31-2014	West	1554	APL Pune Wagholi UPC
58	612656	Asian Paints Staff A/C	3181612656	1-31-2014	Central	1561	APL Raipur
59	233268	Asian Paints Staff A/C	3181233268	1-31-2014	Central	1542	APL Rajkot
60	250047	Asian Paints Staff A/C	3181250047	1-31-2014	East	1532	APL Ranchi



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Virtual Accounts lists details

Sr. No.	Dealer Code	Dealer Name	Acc No	Created on	Division	Sales Area	Sales Office
61	247327	Asian Paints Staff A/C	3181247327	1-31-2014	South	1574	APL Salem
62	407571	Asian Paints Staff A/C	3181407571	1-31-2014	East	1525	APL Secunderabad
63	683481	Asian Paints Staff A/C	3181683481	2-19-2014	North	1521	APL Sharanpur
64	259768	Asian Paints Staff A/C	3181259768	2-19-2014	East	1539	APL Siliguri
65	146029	Asian Paints Staff A/C	3181146029	1-31-2014	Central	1544	APL Surat
66	265649	Asian Paints Staff A/C	3181265649	1-31-2014	West	1595	APL Thrissur
67	265849	Asian Paints Staff A/C	3181265849	1-31-2014	South	1578	APL Tirunelveli
68	241399	Asian Paints Staff A/C	3181241399	1-31-2014	East	1526	APL Tirupati
69	471640	Asian Paints Staff A/C	3181471640	1-31-2014	South	1575	APL Trichy
70	248224	Asian Paints Staff A/C	3181248224	1-31-2014	West	1564	APL Trivandrum

Paint, Beautiful Homes
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Virtual Accounts lists details

Sr. No.	Dealer Code	Dealer Name	Acc No	Created on	Division	Sales Area	Sales Office
71	648730	Asian Paints Staff A/C	3181648730	1-31-2014	North	1514	APL Udaipur
72	725545	Asian Paints Staff A/C	3181725545	1-31-2014	North	1522	APL Varanasi
73	410591	Asian Paints Staff A/C	3181410591	1-31-2014	East	1527	APL Vijayawada
74	403852	Asian Paints Staff A/C	3181403852	1-31-2014	East	1528	APL Vishakapatnam
75	739193	Asian Paints Staff A/C	3181739193	1-31-2014	North	1511	APL Zirakpur



Gifts to Employees on Special Occasions

-Marriage and Retirement-

Revised Date: 1st Nov, 2018

Responsible Party: : Business HR, Corporate HR, SSC

Gifts to Employees on Special Occasions

-Marriage and
Retirement-



Purpose

The Company gives gifts to employees to celebrate special occasions. This policy covers two occasions – Marriage and Retirement.



Eligibility

The policy is applicable to all Managers, Scientists, Specialists, Assistant Managers & non-unionized Executives, Team members / Operators / Peons are eligible for this policy.

Gifts to Employees on Special Occasions

-Marriage and
Retirement-



Entitlement for Marriage Gift

The Marriage gift is given on the occasion of employee's marriage and their children's marriage (limited to 2 children).

All employees (Managers, Scientists, Specialists,
Assistant Managers, Executives, Peons/Team
members/Operators)

Rs. 10,001
(this amount is grossed up for tax)

Gifts to Employees on Special Occasions

-Marriage and
Retirement-

Administration of gift for Marriage

The employee should receive this gift within a month of the wedding. The Reporting Manager of the concerned employee will give a cheque or cash to the employee. He will claim this amount as reimbursement on the portal. This amount should be debited to Other Gifts to Employees with below mentioned WBS code –

- For 2023-24: 23-HRM-03-HRES-RECO
- For 2024-25: 24-HRM-03-HRES-RECO
- For 2025-26: 25-HRM-03-HRES-RECO



Gifts to Employees on Special Occasions

-Marriage and
Retirement-

Administration of gift for Marriage

- The Reporting Manager can also take an advance amount using the Reimbursement Portal. A cheque for the amount will be issued in the employees' name and sent to the Immediate Manager. Said Manager can then handover the cheque to the employee.
- The gift amount should be handed over to the employees in a cover on behalf of the Directors of the company. A representative of the company, preferably from the same function, may attend the function officially.
- If the marriage gift amount is not claimed by the Manager and received by the employee, within a month of the wedding, the employee can apply for the gift using the Reimbursement workflow on its own. The Employee needs to ensure the documentation requirements for claiming are adhered to.
- The Reporting Manager should give the gift amount only in cash / cheque and not in the form of an online voucher, any other gift article etc.



Gifts to Employees on Special Occasions

-Marriage and
Retirement-



Entitlement for Retirement Gift

All the Employees are entitled to a gift on retirement at the age of superannuation. The value of gift to an employee would be:

All employees (Managers, Scientists, Specialists, Assistant Managers, Executives, Peons / Team Members / Operators)

Rs. 10,001
(This is excluding taxes)



Gifts to Employees on Special Occasions

-Marriage and
Retirement-

Administration of Retirement Gift

- For Executives the concerned BHR will intimate the SSC about the retirement of an employee. For Assistant Managers and above, the Reporting Manager will intimate the SSC. A cheque will be issued in the retiring employees name and will be sent to the Reporting Manager of the employee. The same will be handed over to the employee by the Reporting Manager on behalf of the company.
- The amount should be debited to 'Other Gift to Employees Account' under below mentioned WBS code –
 - For FY 2023-24: 23-HRM-03-HRES-RECO
 - For FY 2024-25: 24-HRM-03-HRES-RECO
 - For FY 2025-26: 25-HRM-03-HRES-RECO

Note: Other than these two occasions, company paid gifts in the form of bouquets, vouchers, articles cannot be claimed (occasions like joining, transfer, farewell etc.)



Salary Advance Policy

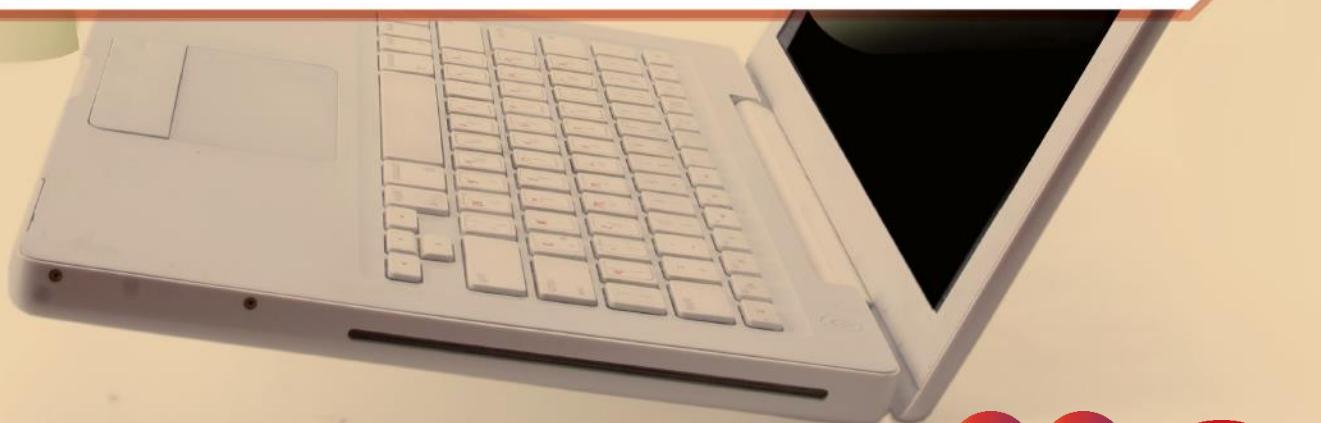


asianpaints



Revised Date: 1st Nov, 2018

Responsible Party: : Corporate HR, Business HR, Corporate Accounts



Salary Advance Policy



Purpose

In the event of an emergency where an employee requires funds on a short term basis and at very short notice, Salary Advance Policy may be extended to said employee.



Eligibility

Only permanent employees who have been confirmed in the services of the company are eligible for salary advance. This request will be considered on the individual merits of each case.

Salary Advance Policy



Maximum Salary Advance

An employee may be given an advance of up to 60% of the net monthly salary (as payable after the usual monthly deductions and not including annual components)



Frequency

It is suggested that such advance be given to an employee not more than once a year.

Salary Advance Policy



Authority to sanction Salary Advance

- The authority for sanctioning salary advances to Assistant Managers / Managers / Scientists / Specialists and Executives based at HO, Turbhe and SSC - Goregaon is vested in the concerned Functional Managers
- As regards Executives in field locations, the authority for sanctioning salary advances is vested in the respective Area Managers / Unit Heads
- The authority for sanctioning salary advances to Executives in the RDCs is vested in respective Distribution Assistant Manager / Manager

Salary Advance Policy



Procedure for claiming Salary Advance

- The employee who wishes to avail salary advance has to send a mail to the Reporting Manager. The Reporting Manager has to approve the same and send the approval mail to the Payroll department at Vakola
- The payroll will credit the amount in the salary account of the concerned employee
- Salary advances are to be debited to the individual employee's account
- The amounts to be recovered are to be mentioned in the Payroll Source Document to Accounts Function

Salary Advance Policy



Recovery of Salary Advance

Complete recovery will be made from the salary payable to the individual for the month in which the advance has been taken. For example, if the advance is taken in the month of February, the advance will be recovered in February's Pay Slip.

No Assistant Manager / Manager / Scientist / Specialist is authorized to permit the recovery of salary advance in installments as it amounts to a loan and only the BU Heads / Managing Directors have the authority to sanction loans.

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Continuing Education for Sustained Success Policy

Revised Date: 1st April, 2020

Responsible Party : **Corporate HR, Business HR**

Continuing Education for Sustained Success Policy



Purpose

This scheme is intended for employees who wish to enhance their knowledge and skills and obtain formal professional qualifications. This policy provides the facility to defray expenses incurred by the employee towards course fees subject to certain limits and conditions.



Eligibility

All confirmed Executives, Assistant Managers, Managers in the M6 and other equivalent grade i.e. upto P05 / S05 / K05 who have spent at least one year with the Company are eligible for the scheme. If an employee has already enrolled in a course before applying for assistance under CESS, said employee will still be eligible for assistance for the payment if application for the same is made within one year of the course commencement period. If an Manager in M6 grade, is promoted to M5 grade in the middle of the course duration, said Manager will be eligible for claiming the CESS reimbursement for the course. The same will be applicable for promotion from P05 toP06 & S05 to S06 & K05 to K06.



Continuing Education for Sustained Success Policy



Entitlements

Number of employees to be sponsored in a year

- A maximum of 70 employees would be sponsored on a first come - first serve basis in any financial year

Recognition of good performance

- Those who score highest, second highest or third highest marks overall in their batch will be given Rs.10,000, Rs.5,000 and Rs.2,500 respectively

Course Selection Criteria

A course covered under this scheme should fulfil the following criteria. No external training program can be sponsored through CESS.

- It must be offered by a reputed institution
- Admission should be through a rigorous selection procedure
- The course work must be challenging, with built-in evaluation
- The minimum duration of the course should be six months

The list of courses is in Annexure 1.

Continuing Education for Sustained Success Policy



Procedures

1. To apply for CESS

The list of courses for CESS is added as an annexure to this policy. The Company considers requests from the employee through their immediate superior regarding similar or equivalent courses.

If an employee wishes to pursue a course which is listed in the policy, said employee should fill in the application form given in the policy and send it to Suneet Choudhary (suneet.choudhary@asianpaints.com) keeping informed the respective Business HR and their immediate superior. The employee shall be intimated of his inclusion or otherwise within 7 days.

If the course is not listed in “list of courses under CESS”, the employee should fill in the application form given in Annexure II and forward the same along with details of the course to their immediate superior, who will in turn send it to Suneet Choudhary (suneet.choudhary@asianpaints.com) keeping informed the respective Business HR Manager after verifying the same.

- The employees enrolled under the scheme shall pay the fees as per the rules of the institute and will claim reimbursements through supporting bills after approval from respective HR. The reimbursement will be done yearly. The details are mentioned under ‘Reimbursement of Fees’

Continuing Education for Sustained Success Policy



Procedures

- The enrolled employees have to inform the respective HR Manager of the various examinations they have appeared as part of the course. They shall also intimate the respective HR Manager about the results of each and every examination taken from time to time

For specific certifications/courses in the area of Finance & Accounts (like CFA, CS, CA, ICWA), the fees paid to private coaching classes/tuitions will not be covered under CESS. Courses offered by accredited institutes as well as exam fees for the certification/degrees can be reimbursed.



Continuing Education for Sustained Success Policy



Procedures

2. For reimbursement of fees

The Company shall reimburse the actual fees paid, subject to a maximum of Rs. 80,000 per course, provided that the employee successfully completes the course in the first attempt. If the employee does not clear all the examinations in the first attempt, then no further reimbursement will be paid. If the employee has cleared the first academic year but couldn't clear all the examinations in the second year in two attempts, then the reimbursed amount would be recovered in monthly instalments of Rs. 800 per month.

- The fees to be reimbursed would include:
 - Admission fee
 - Tuition fee
 - Exam fee
 - Courseware/ prospectus provided by the institute
- But would not include:
 - Entrance exam fee
 - Cost of books, notebooks and periodicals/journals
 - Travel expenditure
 - Institutional membership
 - Library deposit



Continuing Education for Sustained Success Policy



Procedures

Rules for reimbursement

- If the duration of the course is less than or one year: Full reimbursement at the end of the course
- If the duration of the course is more than one year and less than two years: 50% of the maximum reimbursable amount or actual fees paid (whichever is lower) at the end of first year and 50% at the end of the course
- If the duration of the course is two years: 50% of the maximum reimbursable amount or actual fees paid (whichever is lower) at the end of first year and 50% at the end of the second year after completion of the course
- If the duration of the course is three years: 33.33% of the maximum reimbursable amount or actual fees paid (whichever is lower) at the end of each year. Last payment will be made after completion of the course and producing the mark sheet and degree

Continuing Education for Sustained Success Policy



Procedures

- All payments are subject to completion of all the exams for that particular year and successful completion of the course at the end of the course duration
- Reimbursements will be made only on submission on the mark sheet of all exams appeared and passed in the year. Therefore the reimbursement will be yearly, irrespective of the frequency of payment in a year (annually / per trimester / per semester)
- An employee is eligible to apply for only one course at a time
- Only on successful completion of the course would the employee concerned be eligible to apply for any other course under this scheme
- The Company shall not provide any special permission to the employee to engage in course work during office hours
- No special leave other than what the employee is eligible annually will be granted
- In case an employee resigns from the services of the company before completing the course, the entire sum reimbursed would be immediately recovered from the employee



Continuing Education for Sustained Success Policy



Procedures

Documents needed for reimbursements

- Receipts of fees (admission fee, examination fee or courseware / prospectus charges) paid during the year
- Mark sheet/s of all examinations appeared & cleared in the year
- Course completion certificate in case course duration is one year or less as in such case the reimbursement happens only once. In case of other courses completion certificate / degree is to be submitted at the end of the course for the final reimbursement
- Certificate from institute if the employee is among the top three in the batch for recognition award



Continuing Education for Sustained Success Policy



Procedures

Illustrations

Example 1

An employee enrolled under CESS in the financial year 2023-24 for a three year course, starting in June 2023. The total fee is Rs. 1 lakh and payment of fees is per semester. He will be reimbursed up to a maximum of Rs. 26,667 (33.33 % of Rs. 80,000) each year for 2024-25, 2025-26 and 2026-27 (assuming the course is completed in June 2026, which comes in the 2026-27 financial year).

Example 2

An employee enrols under CESS in the Financial year 2022-23 for a three year course, which has started in June 2022. The total fee is Rs. 1 lakh and payment of fees is per semester. He will still be reimbursed full amount of Rs. 80,000 in instalments since reimbursements have been claimed within one year of enrolment into the course. This will be paid out in three instalments of Rs. 26,667 each, first upon production of exam completion certification for 1st year and the other two at the end of 2024-25 and 2025-26.

A collage of various education-related icons on the left side of the slide, including a graduation cap, books, a balance scale, a magnifying glass, and a globe. The right side features a blurred background of a laptop and a stack of papers.

Certifications and Short Duration Courses

(less than 6 months in duration)



Revised Date: 1st April, 2020

Responsible Party: Corporate HR, Business HR

Certifications and Short Duration Courses



Purpose

This policy is created to provide certain benefits that will defray expenses for certifications and small duration courses in specific functions (which might not meet the 6 month duration criteria)



Eligibility

All confirmed Executives, Assistant Managers and Managers in the M6 grade (M6B & M6A), Scientists (in Grade S03,S04 & S05), Specialists (in Grade K01 to K05) who have spent at least one year with the Company are eligible for the scheme. If an employee has already enrolled in a course / certification before applying for assistance under CESS, said employee will still be eligible for assistance for the payment if application for the same is made within one year of the payment. The course would however need to be approved by the Skip Level Manager for all. If an Manager in M6 grade, is promoted to M5 grade in the middle of the course duration, said Manager will be eligible for claiming the CESS reimbursement for the course. The same will be applicable for promotion from P05 to P06 & S05 to S06 & K05 to K06.



Certifications and Short Duration Courses



Entitlements

Number of employees to be sponsored in a year

There is no separate number for employees eligible in this and the same has been included in the maximum no. of employees eligible for CESS each year.

Reimbursement of Fees

The Company shall reimburse 50% of the actual fees paid subject to a maximum of Rs. 80,000 per course / certification provided that the employee successfully completes the course / certification in the first attempt.

- The fees to be reimbursed would include:
 - Admission fee
 - Tuition fee
 - Exam fee
 - Courseware / prospectus provided by the institute
- But would not include:
 - Entrance exam fee
 - Cost of books, notebooks and periodicals / journals
 - Travel expenditure
 - Institutional membership
 - Library deposit

Certifications and Short Duration Courses



Procedures

The process to apply for these courses is as follows:

The employee would need to send the proposal for the certification course, in the attached format (Annexure II) to the M5 / S6 / P6 / K6 or above Grade who would then approve and send it across the respective HR Manager / Assistant Manager

The employees enrolled under the scheme shall pay the fees as per the rules of the institute and will claim reimbursements through supporting bills after successful completion of the certification.

Documents required for reimbursement

- Receipts of fees (admission fee, examination fee or courseware / prospectus charges) paid for the certification
- Passing certificate / mark sheet of the certification appeared & cleared

Other rules

- An employee is eligible to apply for only one certification / course at a time
- Only on successful completion of the certification / course would the employee concerned be eligible to apply for any other certification / course under this scheme

Certifications and Short Duration Courses



Procedures

- The Company shall not provide any special permission to the employee to engage in course work during office hours
- No special leave other than what the employee is eligible annually will be granted

Illustration

An employee enrolled for a certification program / short duration course under CESS in the financial year 2023-24 for a two month course, starting in June 2023. The total fee is Rs. 30,000. For the same, said employee will be reimbursed an amount of Rs. 15,000 upon the completion of the course / certification and upon production of the passing certificate. Concerned employee can claim the same within one year from the date of enrolment into the course.

Certifications and Short Duration Courses



Annexure 1

Courses Listed Under 'Cess'

Sr. No	Institute (s)	Inst. Tel. Nos./ Fax No	Course	Eligibility Criteria	Entrance Procedure	Approx Cost, Rs.	Duration	Mode of Instruction
1.	The Institute of Company Secretaries of India	T: 2047569, 2047580 (Mumbai)	Company Secretary	Foundation level : + 2 Intermediate Level: Graduation	Enrolment	25,000	2 Years	Postal / Oral
2.	ICWAI	T: 2872010, 2043416, 2043406; F: 2870763 (Mumbai)	Cost & Works Accountancy	+2 for preliminary	Enrolment	7,200 for Foundation Course & 18200 for Intermediate	2 Years	Postal / Oral
3.	Indian Institute of Material Management	T: 27565592 (Mumbai)	PGD in Materials Management	Graduate with min. 55% & 2 years work experience in supervisory cadre.	Aptitude & Viva Voce in which min.50% is required.	23,950	3 Years	Postal



Certifications and Short Duration Courses



Annexure 1

Courses Listed Under 'Cess'

Sr. No	Institute (s)	Inst. Tel. Nos./ Fax No	Course	Eligibility Criteria	Entrance Procedure	Approx Cost, Rs.	Duration	Mode of Instruction
4.	CDAC, NIIT, Aptech	NIIT:8597592, 8513506-14-16; F:8513504 Aptech: T: 8389831-36; F:8389828 (all Mumbai office nos.)	Relevant software courses of minimum 6 months	Graduation	Enrolment	Depends on the institute & course	Course specific	Oral / Hands on
5.	Tata Institute of Social Sciences	91-22-2556 3289-96, Extn. 252	PGP in Personnel Management	Graduate with min.45% & 3 years work exp. in supervisory cadre Age under 40 years.	Interviews	25000 per module	2 years	Oral

Certifications and Short Duration Courses



Annexure 1

Courses Listed Under 'Cess'

Sr. No	Institute (s)	Inst. Tel. Nos. /Fax No	Course	Eligibility Criteria	Entrance Procedure	Approx Cost, Rs.	Duration	Mode of Instruction
6.	Symbiosis Centre For Distance Learning	Symbiosis Bhavan, 1065 B, Gokhale Cross Road, Model Colony, Pune 411016, Maharashtra, India Phone: (020) 66211000 -20 Fax: (020) 66211040, 66211041	--One year PGD Programmes --Two years PGD Programmes --Corporate PGDBA	Graduation	Enrolment	Course specific	1 / 2 year PGD. Corp. PGDBA Is for 18 months	Postal / Contact programs/online
7.	Narsee Monjee Institute Of Management Studies (NMIMS) Learning	SVKM's NMIMS University, V. L. Mehta Road, Vile Parle (W), Mumbai - 400 056. India. Tel.: +91 - 22 - 2613 4577 / 2618 3688	Master of Financial Management(MM) Master of Mktg. Management (MMM), Master of HRD Management (MHRDM), Masters In Information Management (MIM)	Graduates with minimum 3 Years experience in the executive, supervisory or managerial cadre in medium or large organizations.	Applicants will be short listed on the basis of Essays written by them. Short listed candidates Will have to appear for the PI.	Rs. 60,000 p.a.	3 years	Classroom lectures, projects, case studies, presentation s, quizzes, field – visits and seminar.



Certifications and Short Duration Courses



Annexure 1

Courses Listed Under 'Cess'

Sr. No	Institute (s)	Inst. Tel. Nos./ Fax No	Course	Eligibility Criteria	Entrance Procedure	Approx Cost, Rs.	Duration	Mode of Instruction
8.	NMIMS – School of Distance Learning	SVKM's NMIMS University, V. L. Mehta Road, Vile Parle (W), Mumbai - 400 056. India. Tel.: +91 - 22 - 2613 4577 / 2618 3688	Diploma Programmes	Bachelor Degree (10+2+3) OR H.S.C & 3 years Diploma recognized by AICTE OR S.S.C & 3 years Diploma recognized by AICTE and 3 years work experience	Direct admission	Rs. 26,000	2 years	Online / postal
9.	NMIMS – School of Distance Learning	SVKM's NMIMS University, V. L. Mehta Road, Vile Parle (W), Mumbai - 400 056. India. Tel.: +91 - 22 - 2613 4577 / 2618 3688	Post Graduate Diploma Programmes	Bachelor Degree (10+2+3) With minimum 2 years of work experience	Direct admission	Rs. 26,000 For 1 year & Rs.24,000 for 2 year	2 years	Online / postal

Certifications and Short Duration Courses



Annexure 1

Courses Listed Under 'Cess'

Sr. No	Institute (s)	Inst. Tel. Nos./ Fax No	Course	Eligibility Criteria	Entrance Procedure	Approx Cost, Rs.	Duration	Mode of Instruction
10.	NIRMA	2717-241900 to 04	MBA (Part-Time)	Bachelors degree & minimum 2 years of work experience	Written Test & PI	Rs. 63,500 p.m.	3 years	Classroom
11.	NIRMA	2717-241911 to 15	Executive Diploma in Management	Bachelors degree & minimum 2 years of work experience	PI	Rs. 34,000	30 Sundays- 10 months	Classroom
12.	IMT-Ghaziabad	0120-2705628	PGDM (Part-Time)	Bachelors degree & minimum 2 years of work experience	Written Test, GD & PI		3 years	Classroom
13.	IMT- Nagpur	0712-2805128	PGPM	Graduate	Admission test	Rs. 25,000 per semester	3 years	Distance Learning
14.	Jamnalal Bajaj Institute Of Management Studies, Mumbai	T: 2024133, 2025153, 2024118, 2022956; F: 2856905 (Mumbai)	MHRDM, MMM, MFM, MIM (Part Time)	Graduation with 2 years work exp. in Supervisory cadre	Common Written Test & Group Discussion	Rs. 51,000 p.a.	3 years	Classes Are held In the Evenings & weekends



Certifications and Short Duration Courses



Annexure 1

Courses Listed Under 'Cess'

Sr. No	Institute (s)	Inst. Tel. Nos./ Fax No	Course	Eligibility Criteria	Entrance Procedure	Approx Cost, Rs.	Duration	Mode of Instruction
15.	K.J. Somaiya Institute of Management Studies & Research	Vidyanagar, Vidyavihar(E). Mumbai -77 Tel: 91-022- 6728 3000 / 6728	MHRDM, MMM, MFM, MIM (Part Time) 60 seats per course	Graduate with minimum 2 years exp in Executive / supervisory position	on -line Admission Test (Feb / March of every year) followed by GD/ PI	Rs.49,525/- * p.a	3 years	Classes Are held In the Evenings & weekends
16.	Faculty of Management Studies, Delhi	Faculty of Management Studies University of Delhi Delhi - 110007 Tel : +91 11 2766 6382 / 6388 Fax : +91 11 2766 7002	Master of business administration (part time)	Bachelor's degree with a minimum of 45% marks & three years experience .Candidates must be sponsored by their present employer.	Written test & interview.	Rs. 11,000 pa + Rs. 6,000 Admission fee.	3 Years	Classroom



Certifications and Short Duration Courses



Annexure 1

Courses Listed Under 'Cess'

Sr. No	Institute (s)	Inst. Tel. Nos./ Fax No	Course	Eligibility Criteria	Entrance Procedure	Approx Cost, Rs.	Duration	Mode of Instruction
17.	SIMB	Symbiosis Institute of Business Management, Symbiosis Knowledge Village, Gram: Lavale, via Sus Road, Tal: Mulshi, Dist- Pune-411042 Tel: 91-020-39116000 / 39116007 / Fax: 91-020-39116060	PGDMM, PGDF, PGDHRM, PGDOM	A Graduate from any Statutory University or any other recognized Foreign University	Entrance Test	Rs.30,000 to be paid in two installment.	1 year	Postal / Oral
18.	IISWBM	33 - 2241 3756 / 5792 / 8694/8695	PGDBM	3 year's Bachelor degree+ 1 Year Work Experience	Written test Group Discussion and Personal Interview	2,25,000/-	3 Years	Oral



Certifications and Short Duration Courses



Annexure 1

Courses Listed Under 'Cess'

Sr. No	Institute (s)	Inst. Tel. Nos./ Fax No	Course	Eligibility Criteria	Entrance Procedure	Approx Cost, Rs.	Duration	Mode of Instruction
19.	IIM-Calcutta	Ashish Bahri (M: 9811644462 MailID: Ashish.bahri@niit.com), NIIT Imperia	** Executive Program in corporate regulation" legal and business implecations (EPCR)	1 yrs.; 50% in Graduation	Enrolment	1,22,241 (this does not include the campus visit)	6	VSAT
20.	IIM Lucknow	Ashish Bahri (M: 9811644462 MailID: Ashish.bahri@niit.com), NIIT Imperia	** Executive General Management Program (EGMP)	6 years ; 50% in Graduation	Enrolment	2,40,000 (this does not include the campus visit)	1 Year	VSAT



Certifications and Short Duration Courses



Annexure 1

Courses Listed Under 'Cess'

Sr. No	Institute (s)	Inst. Tel. Nos./ Fax No	Course	Eligibility Criteria	Entrance Procedure	Approx Cost, Rs.	Duration	Mode of Instruction
21.	Goa Institute of Management	0832-2490304, 2490306	PGDM-PT	Minimum 50% marks in a Three-year bachelors full Time work experience of at Least three years in an Executive / supervisory position.	Enrolment	Rs 1,50,000 For whole course	2 years	Postal / Oral
22.	Indira Gandhi National Open University	T: 29535924-32, 29535062-65 Fax: 29536588 (New Delhi)	MBA (HRD/MKTG /Finance/ Operation)	Graduation with 2 years work Exp. In supervisory cadre or A master's degree in any subject. or professional degree in engineering/technology/medicine /architecture/law/pharmacy	All India written Test open mat Entrance Examinations, held twice a year.	Rs.1,000/- per course (Total 21courses)	3 years	Postal
23.	LIBA	Loyola Institute Of Business Administration, Loyola College, Chennai - 600 034, India. Phone: +91 44 28177100	MBA (HRD/MKTG /Finance)	Minimum 50% marks in a Three-year bachelors full Time work experience of at Least 2 years in an executive/ supervisory position. The candidate should be Employed at the time of Applying for the programme	The admission procedure usually consists of a written test followed by a group discussion and personal interview held at Liba, Chennai	15,500/- Per term (Total 6 Semester)	3 years	Oral



Certifications and Short Duration Courses



Annexure 1

Courses Listed Under 'Cess'

Sr. No	Institute (s)	Inst. Tel. Nos./ Fax No	Course	Eligibility Criteria	Entrance Procedure	Approx Cost, Rs.	Durati on	Mode of Instruction
24.	Ankleshwar Environment Preservation Society	Ankleshwar Environmental Preservation Society, Plot No.K-1/205, GIDC Indl Estate, Ankleshwar. 393 002. www.aepsindia.com	--PGD in Industrial Safety --PGD in Environmental Technology & Management	Graduates (10+2+3)	Enrolment	As per the course	2 years	Classroom / Distance Learning
25.	Indian Paint Association	www.ipaindia.org Indian Paint Association C/o Confederation of Indian Industry 6, Netaji Subhash Road Kolkata 700 001 West Bengal India Tel : 033 2231 5571 - 74 Fax : 033 2231 5577	Diploma in Paint Technology	Minimum 12 th Pass (science) + work exp.	Enrolment	5,000.00	1 year	Classroom & practical
26.	AIMA	Management House 14, Institutional Area, Lodhi Road, New Delhi 110003, India Tel: 011 - 24645100, 24617354 Fax: 011- 24626689	--PGDM (Marketing, HR, Finance, IT, Operations, International Business) --PGD (Information Technology Management)	Working graduates	MAT scores	Rs. 19,000 & Rs. 30,000/- *Per module for PGDM & PGDITM respectively	2 years	Distance Learning



Certifications and Short Duration Courses



Annexure 1

Courses Listed Under 'Cess'

Sr. No	Institute (s)	Inst. Tel. Nos./ Fax No	Course	Eligibility Criteria	Entrance Procedure	Approx Cost, Rs.	Durati on	Mode of Instruction
27.	IIM Lucknow	Ashish Bahri (M: 9811644462 Mail ID: Ashish.bahri@niit.com), NIIT Imperia	** Executive Management Program In sales and Marketing(EMPSM)	2 yrs.; 50% in Graduation	Enrolment	1,66,000 (this does Not include the campus visit)	1 year	VSAT
28.	IIM Calcutta	Ashish Bahri (M: 9811644462 Mail ID: Ashish.bahri@niit.com), NIIT Imperia	** Executive Program in Applied Finance (EPAF)	2 yrs; 50% in Graduation	Enrolment	2,18,260 (Inclusive of ST)	1 year	VSAT
29.	Symbiosis Institute of Management Studies	Symbiosis Institute of Business Management, Symbiosis Knowledge Village, Gram: Lavale, via Sus Road, Tal: Mulshi, Dist- Pune-411042	Executive MBA Weekend Programme	Bachelor's degree of any statutory university or any other recognized foreign university with five years' work experience after graduation.	Entrance Test & PI	Rs. 1,00,000 P.A. to be paid in two installments .(Rs.5,0000 per semester)	30 months	Weekend classes

Certifications and Short Duration Courses



Annexure 1

Courses Listed Under 'Cess'

Sr. No	Institute (s)	Inst. Tel. Nos./ Fax No	Course	Eligibility Criteria	Entrance Procedure	Approx Cost, Rs.	Durati on	Mode of Instruction
30.	Welingkar Institute of Mgmt. and	Prin. L. N. Welingkar Institute of Management Development & Research Lakhamshi Napoo Road, Near Matunga (Central Rly.), Mumbai- 400 019. Tel.: 91-22-24178300	Three years part time Masters degree MMM MHRDM MFM MIM	Graduates (10+2+3) from a recognized university having 2 years of work experience after graduation in an Executive or Supervisory Category	Enrolm Entrance Test GD & Plent	Rs. 1,20,565 for 3 years	3 years	Every day Evening classes
31.	Welingkar Institute of Mgmt. and	Prin. L. N. Welingkar Institute of Management Development & Research Lakhamshi Napoo Road, Near Matunga (Central Rly.), Mumbai- 400 019. Tel.: 91-22-24178300	Post-Graduate Diploma in Business Administration -- (PGDBA - DLP)	Graduates (10+2+3)	Enrolment	The course fees is Rs.35,000/- to be paid at the time Of admission	2 years	Distance learning
32.	IIM-C	Paras Das (M: +91-85-888-30-552 D: +91-124-3072618 MailID: pmdas@hughes.in), HUGHES EDUCATION	EPSM(Executive Program in Sales & Marketing)	min. 02 years + min. 50% in Grad.	Enrolment	1,73,000	1 year	VSAT



Certifications and Short Duration Courses



Annexure 1

Courses Listed Under 'Cess'

Sr. No	Institute (s)	Inst. Tel. Nos./ Fax No	Course	Eligibility Criteria	Entrance Procedure	Approx Cost, Rs.	Durati on	Mode of Instruction
33.	IIM-C	Paras Das (M: +91-85-888-30-552 D: +91-124-3072618 MailID: pmdas@hughes.in), HUGHES EDUCATION	EPHRM(Executive Program in Human Resource Management)	min. 02 years + min. 50% in Grad.	Enrolment	1,67,000	1 year	VSAT
34.	IIM-C	Paras Das (M: +91-85-888-30-552 D: +91-124-3072618 MailID: pmdas@hughes.in), HUGHES EDUCATION	EPBM (Executive Program in Business Management)	min. 5 years + min. 50% in Grad.	Enrolment	3,00,800	1 year	VSAT
35.	IIM-C	Paras Das (M: +91-85-888-30-552 D: +91-124-3072618 MailID: pmdas@hughes.in), HUGHES EDUCATION	EPYP (Executive Program for Young Professionals)	min. 5 years + min. 50% in Grad.	Enrolment	1,86,125	1 year	VSAT



Certifications and Short Duration Courses



Annexure 1

Courses Listed Under 'Cess'

Sr. No	Institute (s)	Inst. Tel. Nos./ Fax No	Course	Eligibility Criteria	Entrance Procedure	Approx Cost, Rs.	Durati on	Mode of Instruction
36.	XLRI	Paras Das (M: +91-85-888-30-552 D: +91-124-3072618 MailID: pmdas@hughes.in), HUGHES EDUCATION	PGCBM (Post Graduate Certificate in Business Management)	min. 02 years + min. 50% in Grad.	Enrolment	2,16,500	1 year	VSAT
37.	XLRI	Paras Das (M: +91-85-888-30-552 D: +91-124-3072618 MailID: pmdas@hughes.in), HUGHES EDUCATION	PGCHRM (Post Graduate Certificate in Human Resource Management)	min. 02 years + min. 50% in Grad.	Enrolment	2,16,500	1 year	VSAT
38.	IIM-C	Paras Das (M: +91-85-888-30-552 D: +91-124-3072618 MailID: pmdas@hughes.in), HUGHES EDUCATION	EPGBM(Executive Program in Global Business Management)	min. 5 years + min. 50% in Grad.	Enrolment	2,63,000	1 year	VSAT



Certifications and Short Duration Courses



Annexure 1

Courses Listed Under 'Cess'

Sr. No	Institute (s)	Inst. Tel. Nos./ Fax No	Course	Eligibility Criteria	Entrance Procedure	Approx Cost, Rs.	Durati on	Mode of Instruction
39.	IMT Ghaziabad	Ashish Bahri (M: 9811644462 MailID: Ashish.bahri@niit.com), NIIT Imperia	Executive Post Graduate Certificate Program in Management (EPGP)	1+Year ; 50% in Graduation	Enrolment	1,23,596	1 Year	VSAT
40.	IIM Calcutta	Ashish Bahri (M: 9811644462 MailID: Ashish.bahri@niit.com), NIIT Imperia	Advanced Program in Supply Chain Management (APSCM)	2 Yrs.; 50% in Graduation	Enrolment	1,81,686	1 Year	VSAT
41.	IIM Lucknow	Ashish Bahri (M: 9811644462 MailID: Ashish.bahri@niit.com), NIIT Imperia	Executive Program Business Management	2 Yrs.; 50% in Graduation	Enrolment	1,45,616 + Taxes	1 Year	VSAT



Certifications and Short Duration Courses



Annexure 1

Courses Listed Under 'Cess'

Sr. No	Institute (s)	Inst. Tel. Nos./ Fax No	Course	Eligibility Criteria	Entrance Procedure	Approx Cost, Rs.	Durati on	Mode of Instruction
42.	IIM Lucknow	Ashish Bahri (M: 9811644462 MailID: Ashish.bahri@niit.com), NIIT Imperia	Advanced Program In Customer Relationship Management(APCRM)	3 yrs; 50% in Graduation	Enrolment	89,888	6 months	VSAT
43.	IIM Calcutta	Ashish Bahri (M: 9811644462 MailID: Ashish.bahri@niit.com), NIIT Imperia	** Certificate Program in Management of Software Development (CPMSD)	4years(IT domain experience); 50% in Graduation	Enrolment	Rs: 1,89,000 + taxes	11 months	VSAT
44.	IIM Lucknow	Ashish Bahri (M: 9811644462 MailID: Ashish.bahri@niit.com), NIIT Imperia	** Advanced Program in Human Resource Management (APRHM)	2years; 50% in Graduation	Enrolment	Rs: 1,70,000	1 year	VSAT



Certifications and Short Duration Courses



Annexure 1

Courses Listed Under 'Cess'

Sr. No	Institute (s)	Inst. Tel. Nos./ Fax No	Course	Eligibility Criteria	Entrance Procedure	Approx Cost, Rs.	Durati on	Mode of Instruction
45.	IIM Calcutta	Ashish Bahri (M: 9811644462 MailID: Ashish.bahri@niit.com), NIIT Imperia	** Advanced Program for Marketing Professionals (APMP)	5years; 50% in Graduation	Enrolment	Rs: 1,68,000 + taxes	1 Year	VSAT
46.	NALSAR University, Hyderabad	NALSAR University, Hyderabad	P.G Diploma course in Patent Law	Graduation in any field	Enrolment	25,000	1 year	Distance learning



Certifications and Short Duration Courses



Annexure II

Cess Application For

Part I – To be filled by the employee

Name	
Employee code	
Date of joining	
Designation & grade	
Qualifications	
Unit/ function & location	
Name of the course	
Course commencing from	
Period of the course	
Name of the institute & address	



Certifications and Short Duration Courses



Annexure II

Is this course presently listed under the scheme : Yes / No

Course examination schedule:

Examination name	Date/month of exam	Expected date/month of result

Certifications and Short Duration Courses



Annexure II

Course fee schedule:

Particulars of the fees to be paid	Amount	Date on which to be paid
Approx. Total course fee =		

Name and address where the fees will be paid:

How will you gain from the courses of are as your job & career are concerned ? (Write on a separate sheet if required).

Certifications and Short Duration Courses



Annexure II

Part II – To be filled by the Immediate Superior

How do you think the applicant (in terms of his job) and the Company gain from the course?

If the institute and the course are not listed in the current approve course list, please provide your evaluation of the institute and course. The immediate Manager should recommended course only after ensuring that the course:

- Is offered by reputed institute
- Is challenging and has with built – in evaluation
- Is beneficial to the employee in it's development and doing his job effectively

Recommended for assistance under CESS : Yes / No

(Name & Signature of the immediate superior)

(Signature of the Applicant)

A collage of various school-related icons on the left side of the slide, including a graduation cap, books, a balance scale, a magnifying glass, and a globe. The right side features a blurred background of a laptop and books.

Education Sponsorship for Online Short Duration Certifications



Revised Date: 13th September 2021

Responsible Party: **Corporate HR, Business HR**

Education Sponsorship for Online Short Duration Certifications



Purpose

Given the change in the education landscape with the advent of many online learning platforms offering short duration certificate courses from renowned institutes / organizations worldwide, the organization believes its employees can benefit by enrolling in such courses to upskill themselves, thereby impacting their overall contribution to the organization. This policy is intended for employees who wish to enhance their functional knowledge and skills by undergoing such short-term formal online certifications and it provides the facility to defray expenses incurred by the employee towards the fee subject to a certain limit and conditions outlined below.



Eligibility

All confirmed Assistant Managers, Scientists and above in the Company are eligible for education sponsorship under this policy.



Course Selection Criteria



Course Selection Criteria

Only certification-based courses offered by online platforms such as edX, Udemy, Coursera, Udacity, LinkedIn or any other renowned online learning platform will be covered under this.

- The course should help in developing functional knowledge and skills for performing an employee's role better
- It must be offered by a reputed institute / organization online
- The course should include built in assignments or evaluation as a completion criterion for receiving a certificate
- The minimum duration of the course should be at least 4 weeks
- The course should not be in an area which has similar content covered in any other online or in class training program already offered by the organization during that financial year. This is to be checked by the BHR and the hierarchy before application
- No external training program / conference / webinar can be covered in this policy.
- An employee can avail only one policy for education reimbursement in a given financial year - either this or CESS

Under this policy, an employee will be allowed reimbursement for up to 3 courses in a year with a maximum reimbursement limit of Rs 25,000 for all courses combined. The reimbursement on completion will be allowed only for the course fee. Any courses done under a monthly / annual subscription model or renewal fee for a course or platform will not get covered.

Education Sponsorship for Online Short Duration Certifications



Number of employees eligible in a year

A maximum of 70 employees can avail this benefit on a first come – first serve basis in any financial year.



Education Sponsorship for Online Short Duration Certifications



Process to apply

For availing this policy, the employee will need to fill the application in the attached format (Annexure I) and send the application along with the mail approval from the respective M4 or above reporting authority before the course begins to ensure inclusion in this policy.

The application with approval will need to be shared on email with Suneet Chaudhary (suneet.choudhary@asianpaints.com) from HR keeping the respective BHR and immediate superior in loop. The employee will be informed of whether can avail the policy within 7 working days.

This is a mandatory step for an employee to avail this policy.

Education Sponsorship for Online Short Duration Certifications



Other rules

- The reimbursement claim should be made within 3 months of completion of the course and the date of receiving the course certificate
- The Company shall not provide any special permission to the employee to engage in coursework during office hours
- No special leave other than what the employee is eligible for annually will be granted
- In case an employee resigns from the services of the company before completing the course, the reimbursement will not be done
- In case an employee resigns from the services of the company within 6 months of claiming reimbursement of fee as per this policy, the entire course fee will be recovered from the employee



Education Sponsorship for Online Short Duration Certifications



Process for Reimbursement of Fees

The company shall reimburse the course fee subject to a maximum of Rs 25,000 in a financial year (for a maximum of 3 courses per financial year) if the employee successfully completes the course in the first attempt. Only the online course fee will be reimbursed.

Once the course is completed and completion certificate received, the employee can share the documents required as below to Suneet Choudhary (suneet.choudhary@asianpaints.com) from HR marking the respective BHR. The respective BHR should also ensure that the course is updated in the learning history for the employee on HRIT.

Documents needed for reimbursement

- Evidence of course registration in the name of the employee (should have details of the name of the employee, online platform, course duration etc. specified) and online payment proof (copy of credit card / debit card / bank transaction) for the course fee - should have the details of the date of payment and amount debited in INR indicated clearly
- Course completion certificate indicating the name of the employee and date of completion

Once the required documents are submitted and checked, the amount will get paid to the employee as a reimbursement within 10-15 working days.

Education Sponsorship for Online Short Duration Certifications



Annexure I

Part I – To be filled by the employee

Name _____

Employee code _____

Date of joining _____

Designation _____

Grade _____

Vertical _____

Name of the Course _____

Name of the Online Platform _____

Institute / Organization offering the Course _____

Course Start Date and End Date _____

Duration of the Course _____

Course Link _____

Have you enrolled in any other CESS scheme in this financial year? _____

How will this course help you in performing your role better? _____



Education Sponsorship for Online Short Duration Certifications



Annexure I

Part II – To be filled and approved by employee in grade M4 / P9 / S9 / K9 or above reporting authority

How will this course help the applicant in their role better? _____

Recommended for assistance under the policy: Yes / No _____

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intentionally kept blank

A collage of three images: a top-left corner showing a red-themed graphic with icons like a sofa, a fork, a knife, and a ship; a top-right corner showing a person's legs and feet in a room; and a bottom section showing a view through a window onto a garden with a yellow building.

Company Arranged Accommodation



Revised Date: 1st November, 2018

Responsible Party: **Corporate HR, Corporate Accounts, Business HR, Corporate Admin**

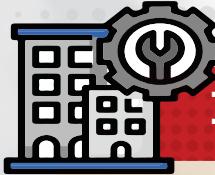
Company Arranged Accommodation



Purpose

The Company provides Company arranged accommodation for eligible Managers / Scientists / Specialists. This policy details the eligibility and procedures governing Company arranged accommodation. Company arranged accommodation refers to both Company leased accommodation and Company owned accommodation. Company leased accommodation refers to a dwelling unit for the employee in which the lease agreement is signed between the Company and a Landlord. Company owned accommodation refers to a dwelling unit owned by the Company. This refers to Company owned colonies for employees in Ankleshwar, Kasna & company owned flats in specific cities.

Company Arranged Accommodation



Eligibility

- Managers in grade 'Management Trainee and above, Specialists in grades K02 and above based at plants having housing colonies are eligible for unfurnished company owned accommodation in the housing colonies set up there, depending on the availability. All the Managers / Specialists who avail this facility shall pay the deductions towards company owned accommodation
- Managers in grade 'M6A' and above, Scientists in grades P04 and above, S04 and above, Specialists in grades K04 and above are eligible for company leased accommodation
- For Company arranged accommodation, the Housing entitlement amount will be deducted from the FGA. Perquisite shall be computed and charged under applicable Income Tax provisions
- In case an employee does not opt for company arranged accommodation or is not eligible for company arranged accommodation, HRA will be paid as per the amount allocated by the employee in the Flexible Grade Allowance

Company Arranged Accommodation



Administrative Procedure Regarding Company Leased Accommodation

Accommodation:

- The employee who wishes to avail a Company Leased Accommodation (CLA) shall have to contact the Assistant Manager / Manager - Administration at Vakola. The Assistant Manager / Manager shall assist the employee with the procedure to be followed
- The employee shall seek suitable apartment for accommodation as per their preference. An indicative list of brokers is available with the Assistant Manager / Manager - Administration for accommodation in Mumbai
- The grade-wise Housing Entitlements for different cities are as below:

Company Arranged Accommodation



Administrative procedure regarding company leased Accommodation

Housing Entitlement

Grade	Mumbai	B C D K P	Other Cities
M4A / M4B	1,10,000	55,800	42,000
S9 / S10 / S11 / P09 / P10 / P11	1,10,000	55,800	42,000
M5A / M5B	77,000	44,000	33,000
P06 / P07 / P08 / S06 / S07 / S08	77,000	44,000	33,000
M6A	55,000	32,400	23,000
P04 / P05 / S04 / S05	55,000	32,400	23,000
K11 / K10	1,15,000	58,000	44,000
K09	1,02,000	53,000	40,000
K08	82,000	47,000	35,000
K07	81,000	46,000	34,000



Company Arranged Accommodation



Administrative procedure regarding company leased Accommodation

Housing Entitlement

Grade	Mumbai	B C D K P	Other Cities
K06	66,000	38,000	28,000
K05	58,000	34,000	24,000
K04	48,000	31,000	22,000
K03	31,000	28,000	20,000

For deductions specific to Plant colonies, please refer to the section below titled 'Deduction for Company owned accommodation for Plant colonies'.

- The security deposit deduction is notionally valued at Rs. 1,000 per Lakh per month (i.e 1% pm of the deposit value) for the sake of calculation of the rent package

Company Arranged Accommodation



Administrative procedure regarding company leased Accommodation

Bridging amount in case of company leased accommodation:

If the employee chooses to take a company leased accommodation for an amount lesser than its CLA Housing entitlement, then the difference between maximum housing entitlement for the grade and the actual CLA rent of the house will be paid to the employee at the rate of 100% in all cities. This residual amount is the bridging amount being paid to the employee. The practice of paying out MALH (monetization in lieu of Housing) when the CLA rent is lower than the housing entitlement for the grade (at the rate of 50% in Mumbai, 75% in BCDKP and 100% in other cities) is discontinued.

Company Arranged Accommodation



Administrative procedure regarding company leased Accommodation

The below example illustrates the calculation of Bridging amount for HRA in the M5 grade (all amounts are as per 2023-24 actual limits & are in Rs).

GRADE - M5B					
CITY - Mumbai					
Cases	Max. Housing entitlement for CLA	HRA Eligibility	Actual CLA amount for the house	Bridging Amount (Only Applicable if CLA taken is lower than CLA eligibility)	Calculation of Bridging amount
When Actual rent of CLA is lower than CLA / HRA limits	77,000	77,000	40,000	37,000	Max. Housing entitlement minus Actual CLA amount
When Actual rent of CLA is higher than CLA / HRA limits	77,000	77,000	80,000	NA	NA
CITY - Any city in BCDKP					
Cases	Max. Housing entitlement for CLA	HRA Eligibility	Actual CLA amount for the house	Bridging Amount (Only Applicable if CLA taken is lower than CLA eligibility)	Calculation of Bridging amount
When Actual rent of CLA is lower than CLA / HRA limits	44,000	44,000	40,000	4,000	Max. Housing entitlement minus Actual CLA amount
When Actual rent of CLA is higher than CLA / HRA limits	44,000	44,000	50,000	NA	NA

In all cases 1 lakh of deposit for CLA is counted as 1000 Rs /Per month



Company Arranged Accommodation



Administrative procedure regarding company leased Accommodation

- If the rent package is greater than the Housing entitlement for the grade, the additional amount shall be deducted from the FGA every month
- The Corporate Administration Department shall furnish a list of legal documents which shall have to be sought from the Landlord of the chosen property by the employee. These documents shall be vetted by the Legal Department before the Leave and License (L&L) agreement with the Landlord is signed
- The employee shall agree upon the terms and conditions of the L&L Agreement with the Landlord with the following caveats:
 - The employee shall abide by the terms and conditions of the L&L Agreement between the Company and the Landlord
 - The Leave & License (L&L) agreement shall be for a 24-36 months period with maximum Lock-in period of 6 months and Notice period of 3 months. In cases, where the lock-in exceeds 6 months to a maximum of 12 months, prior approval of Associate General Manager – HR is required
 - The interest free refundable security deposit shall not exceed Rs. 5 lakhs

Company Arranged Accommodation



Administrative procedure regarding company leased Accommodation

- The L&L agreement between the Company and the Landlord shall be signed and registered by the Corporate Administration department in Mumbai. For locations outside Mumbai, the employee is required to get in touch with the local commercial / admin team. The Corporate Administration team should be informed about the lease signing and receive the final copy of the agreement. This is required as per process and for payroll input
- The brokerage charges shall be limited up to the rent of one month and shall be borne by the Company. In case of a requirement of renewal of an agreement for Company leased housing (with a duration of min 24 months), a brokerage amount of 15 days rental will be paid by the Corporate Admin team to the vendor
- The Stamp Duty, Registration Charges, Collector Fees, Charges, Duties, etc., (if any), and other incidental out of pocket expenses payable on this Agreement and renewal if any shall be paid and borne equally by the Company and the Landlord
- A copy of the L&L Agreement shall be maintained by the Corporate Admin Department. A copy of the agreement shall also be handed over to the employee for its reference
- A letter indicating the allotment of company accommodation shall be issued to the employee and said employee shall sign and return the letter to Corporate HR. The employee may maintain a copy of the letter for its reference



Company Arranged Accommodation



Administrative procedure regarding company leased Accommodation

- Whenever the employee is vacating the flat, it should hand over charge of the flat to the Landlord. Such handover should be informed and approved in advance by the Corporate Admin department in Vakola, for all company leased flats across India. It is the responsibility of the employee to ensure that the flat is handed over to the Landlord in good condition. The employee should ensure that the flat's fixtures and fittings are in good condition. The employee will be required to compensate for any articles missing or for damages to the flat so as to ensure a successful termination of the Leave and License Agreement between the Company and the Landlord
- All exceptions would have to be approved by the Associate General Manager – Human Resources

Company Arranged Accommodation



Administrative procedure regarding company owned Accommodation

- **Accommodation:**
- Allotment and administration of Company owned Accommodation to employees is at the sole discretion of the organization depending upon eligibility, availability and other internal factors
- The flats will be allotted to the employees in eligible grade on first come first serve basis. The list of vacant Company Owned Accommodations as per the grade eligibility is available with Assistant Manager / Manager – Administration in Vakola. Any exceptions in this regard would have to be approved by the Associate General Manager - HR
- If an employee is availing an accommodation meant for lower grade eligibility, the amount deducted per month from the salary, will be the Housing Entitlement for the employee at its existing grade
- These are the terms and conditions governing vacating or handover of the flat:
 - In the event of the transfer of the employee, the employee may vacate the premises before the said period of 12 months. The provisions of the Transfer policy shall apply
 - In case of Company initiated separation, the employee is expected to vacate the accommodation within a maximum period of 15 days from the date of relieving

Company Arranged Accommodation



Administrative procedure regarding company owned Accommodation

- In case of employee initiated separation, the accommodation needs to be vacated effective the date of relieving
- In case of promotion of the employee, the employee may vacate the premises before the said period of 12 months
- In case of promotion of the employee, if the employee continues to stay in the same accommodation, the amount deducted per month from the salary shall be as per the grade of the employee prior to the promotion in view of said employee continued stay in the same accommodation. The applicable bridging amount will be paid to the employee, as defined in the annexure. However, it is to be noted that the entire Housing Entitlement amount shall be deducted if the employee chooses to shift to any other company owned accommodation on promotion
- In case the employee wishes to vacate the premises before the said period of 12 months for any reason other than those stated above, said employee shall not be eligible for any other Company Arranged Accommodation for the remaining period

Company Arranged Accommodation



Administrative procedure regarding company owned Accommodation

- **These are the terms and conditions governing maintenance of company owned accommodation:**
- Only minor repairing, including the painting will be undertaken once in three years. No major repairing will be entertained. Any other small repair during this tenure has to be undertaken by the said employee. Any exceptions in this regard are to be approved by Corporate Administration team in Vakola
- Before confirming it's consent to finalize the accommodation, an employee needs to check with the Plant HR / Corporate Administration about the extent of repairing required for the allotted flat. Minor repairing, as approved by Plant HR/Corporate Administration team will be taken as final
- The employee will use the said flat for the residential purpose comprising it's family, with due care and caution and shall keep and maintain the furniture/fixtures and fittings, if any, in good order and condition
- Telephone bills / electricity bills etc. shall be paid and cleared immediately by the employee. If eligible for reimbursement of such telephone / electricity expenses, the same shall be collected from the Company on production of remittance proof

Company Arranged Accommodation



Administrative procedure regarding company owned Accommodation

- The employee shall declare the number and names of its family members before shifting to the said Flat and said employee will abide by the rules and regulations of the society or Association of Members where the flat is situated. The employee is authorized to receive the notices of the meetings of General Body of the Society or Association of Members, if any, formed and attends the meetings as a nominee / representative of the company. The employee is requested to inform the Company about the matters transacted at the meeting in all respects and seek advice of the Company in the matters involving financial outgo. The employee should also forward the monthly maintenance bills (in respect of company-owned flats) received from the Society or Association of Members to the Company for payment without any delay as it may attract interest at the applicable rates
- The employee is to ensure that no structural alteration or change of interior / exterior wall painting is made without the prior written approval of the Company. The employee is not to alter the existing locking device on the said main entrance door at any point of time, without prior written approval from the Company
- The employee may note that the Company shall neither be responsible nor liable for any theft, loss, damage or destruction of any of employee's goods nor property lying in the said flat nor for any bodily injury to any person in the said flat from any cause whatsoever

Company Arranged Accommodation



Administrative procedure regarding company owned Accommodation

- Upon termination of employment with the Company or transfer to any other location by the Company, the employee shall leave the flat, furniture / fixtures and fittings in as good condition as they were in on the date hereof and make good the loss or any damage done to the flat including furniture / fixtures and fittings, (reasonable wear and tear excepted) apart from compensating for any missing furniture / fixtures and fittings
- The employee shall not assign or transfer the benefit of this Agreement to any other person or party
- The employee shall not change or make any alterations of any permanent structural kind or nature in the accommodation or any portion thereof without the prior written consent of the Company
- The employee shall be entitled to bring in and install temporary furniture, fixtures, fittings, air conditioners, cooking range and all other house hold appliances in the accommodation and remove and take away the same upon termination / expiry of this Agreement without causing any damage to the accommodation and make good the damage, if any, caused thereto by such removal

Company Arranged Accommodation



Deduction for company owned accommodation for plant colonies

- The monthly Housing deduction for Managers / Specialists staying in Plant colonies in Ankleshwar and Kasna will be carried out as per the below table
- The Housing entitlement amount over and above the deducted amount for colony stay shall be paid to the employee as part of monthly salary basis monetization rules as explained above

Company Arranged Accommodation



Deduction for company owned accommodation for plant colonies

Applicable Tax Rules Will Apply

2023-24	Housing Deduction For Managers / Specialists Staying In Company Owned Accommodation in Plant Colonies Only (Per Month)
M4A / M4B	17000
K9 / K10 / K11	17000
M5A / M5B	14000
K06 / K07 / K08	14000
M6A	11000
K04 / K05	11000
M6B	11000
K03	11000
MT	11000

Company Arranged Accommodation



Frequently asked questions

If the Company leased accommodation agreement needs to be terminated within the lock-in period, how will the foreclosure of contract be done?

If the employee terminates the contract within the lock-in period, then the employee has to pay rent for the remaining lock-in period for foreclosure of contract. In cases of employee transfer, the cost of foreclosure will be borne by the company.

For company leased flats, what all design changes can be made by the employee on his own?

All design changes for company leased flats need to be done after discussion with the owner of the flat. The employee should take written approval from owner of the flat before doing any design changes.

For company leased accommodation, if major repairs are required in the house, will the company bear the cost for the same?

All repairs (major /minor) for company leased flats have to be done by employee in consultation with the owner of the flat. For company owned flats, cost for painting once in 3 years will be borne by the company. The employee will bear the cost for minor repairs in company owned flats.



Housing Loan Interest Subsidy Policy



Revised Date: 1st January, 2018

Responsible Party: **Corporate HR, Corporate Accounts**



Housing Loan Interest Subsidy Policy



Purpose

This Policy has been formulated to provide financial assistance to the Eligible Employees. The loan interest subsidy shall be availed by the employee for the purpose of acquisition and possession of a dwelling unit.

With effect from 1st Jan 2018, the HLIS policy for Managers / Scientists / Specialists and Assistant Managers (including seconded IBU employees) has been withdrawn. Only employees who were already receiving the benefit before 1st Jan, 2018, will continue to receive the subsidy for 15 years or the date of closure of the loan or till age of retirement of employee, whichever is earlier. Concerned employees may refer subsequent pages for more details about policy.

Housing Loan Interest Subsidy Policy



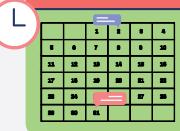
Eligibility

All Assistant Managers, Managers, Scientists and Specialists, who have completed a minimum of five years continuous service with the Company as on the date of the application of Loan subsidy, shall be eligible to avail Housing loan interest subsidy. The loan amount at the time of claiming the subsidy should be fully disbursed. The subsidy will be given only for the house which is currently completed (not under construction).

Subsidy on a second loan can be availed on the completion of 10 years from the date of commencement of the first loan, irrespective of repayment of previous loan. However, subsidy can be availed only on one loan at a time. Hence, if an employee has applied for a second Housing loan interest subsidy on the completion of 10 years from date of commencement of first subsidy, the payout of previous subsidy amount will cease.

Loans taken for renovation, furnishing, etc. will not qualify for interest subsidy under the scheme. Only loans taken (from any bank) for the purpose of purchase of dwelling unit bought solely or jointly in the name of the Assistant Manager / Manager / Scientist / Specialist will qualify for payment of interest subsidy. Top-up on loan will not qualify for home loan interest subsidy.

Housing Loan Interest Subsidy Policy



Scheme details

Interest subsidy to be provided by the company: Interest subsidy shall be provided on Housing Loans availed from any bank for purchase of housing property in India. The subsidy rate shall be 75% of the declared floating rate of interest (monthly rest) of HDFC Bank. The subsidy rate shall be revised as per revisions in the floating rate of interest by HDFC Bank at the beginning of every financial year.



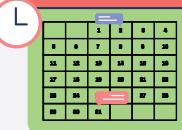
Housing Loan Interest Subsidy Policy



Scheme details

- **c)** Method of calculation: The following method is followed for calculating the interest subsidy amount:
 - Calculate 75% of the declared HDFC Bank interest rate
 - Calculate interest charges for a loan of Rs 1 lac, on the basis of HDFC declared interest rate, over a 15 year period assuming equal yearly principal repayment
 - Arrive at the total interest amount for the period. Divide it by 180 (number of months in 15 years) to arrive at the interest subsidy per month for Rs 1 lac loan
 - This amount shall be calculated and communicated to the employees and the accounts function by Corporate HR annually
 - The employee has to promptly inform Corporate HR about any changes in the Loan terms due to prepayment, completion of loan payment, etc

Housing Loan Interest Subsidy Policy



Scheme details

- In case, the subsidy payment needs to be stopped due to completion of payment to the bank, the subsidy will be paid pro-rata in the month of loan payment till the date of completion of loan payment e.g. Assume that an employee has paid the entire loan amount to bank on 20th September, 2017. The Housing loan subsidy will be paid pro-rata to the employee from 1st March ,2017 to 19th September, 2017. The payment will be stopped w.e.f. 20th September, 2017.
- Similarly, pro-rata payment will be made in month of start of the subsidy
- The subsidy amount for each employee will be = Interest Subsidy as calculated above *(Amount of loan eligibility Or Actual Loan availed by the employee whichever is lower)

An illustrative calculation is provided in the Annexure 1 below.

Housing Loan Interest Subsidy Policy



Exception

Shorter Loan Period:

Calculation of the subsidy is not to be changed in case the employee has chosen a shorter loan period with the bank. The subsidy needs to be paid for the actual loan duration only.

Longer Loan Period:

Interest subsidy is applicable for a period of 15 years regardless of the loan period chosen by the employee.

Prepayment of the Loan:

In case of prepayment of loan amount, the subsidy needs to be reduced proportionately. The employee is expected to inform the HR department and payroll team accordingly with relevant details of prepayment amount to allow for timely review of the applicable subsidy amount. For example, if the subsidy is Rs 3500 per month for a 10 lac loan and subsequently 4 lacs is paid earlier than the original schedule, the revised subsidy needs to be revised to Rs 2,100 per month ($3,500 - (4 / 10 * 3500)$ for the rest of the period.

Housing Loan Interest Subsidy Policy



Applicable Loan amounts

This subsidy will be limited to the following maximum loan amounts by grade

Recovery Heads	Amount
M2	Rs. 60 Lacs
M3A / M3B	Rs. 50 Lacs
M4A / M4B	Rs. 40 Lacs
S9 / S10 / S11 / P09 / P10 / P11 / K9 / K10 / K11	Rs. 40 Lacs
M5A / M5B	Rs. 30 Lacs
P06 / P07 / P08 / S06 / S07 / S08 / K06 / K07 / K08	Rs. 30 Lacs
AM / M6A / M6B	Rs. 20 Lacs
P01 / P02 / P03 / P04 / P05 / S03 / S04 / S05 / K01 / K02 / K03 / K04 / K05	Rs. 20 Lacs



Housing Loan Interest Subsidy Policy



Payment of Subsidy

The interest subsidy will be payable only after the full amount of the sanctioned loan is availed. It will be payable from the date from which the entire amount is availed. The subsidy amount paid out to the employee will be taxable in the hands of the employee.

Housing Loan Interest Subsidy Policy



Administrative Procedure

The employee who wishes to avail the subsidy needs to submit the following documents to the Corporate HR:

- i. Copy of the Home Loan agreement from the bank
- ii. Copy of the possession letter. In case of resale property, if a possession letter is not available, a letter from the housing society is required, which states that the share / property transfer is in the employee's name.
- iii. In case of an individual house, wherein the regular occupation certificate and completion certificate is not available, the employee should provide for the applicable certificate from the respective Municipal Authority or an engineer's certificate affirming the completion of the House/building.
- iv. Copy of the letter of mode of payment (salary slip, electronic medium, cheque (bank statement copy) etc.)



Housing Loan Interest Subsidy Policy



Administrative Procedure

Corporate HR shall seek necessary documents from the employees availing the benefit at the end of the year in order to ascertain the status of the Housing Loan and make necessary changes in the subsidy amounts if required. The subsidy amount will be payable with the month's salary, pro-rated from the date of approval of home loans if all the details are furnished before 15th day of the month. If submitted later, it shall be payable starting from the subsequent month. Please note that subsidy will not be paid with retrospective effect.

The Company will withdraw the subsidy immediately if the employee

- Ceases to be in the employment of the company;
- Declared insolvent by any court of Law; or
- Commits any breach of any terms and conditions of the loan

Housing Loan Interest Subsidy Policy



Recovery of subsidy paid in case of separation

In case of separation of an employee, within 3 years of claiming benefit under the scheme, an amount towards the interest subsidy paid to date will be recovered from said employee. This amount will be a function of the number of years of service completed by the employee subsequent to availing benefit under the scheme.

No. of years for which benefit is availed before separation	Amount due to the company
0-2 yrs	100 % of the total interest subsidy provided by the company
2-3 yrs	50 % of the total interest subsidy provided by the company.
Above 3 years	Nil

Housing Loan Interest Subsidy Policy

Annexure

Interest Rate **9.50%**
Subsidy Rate @ 75% **7.12500%**

Year	Opening Balance	Interest	Closing	
			Payment	Balance
0	1,00,000			1,00,000
1	1,00,000	7,125	6,667	93,333
2	93,333	6,650	6,667	86,667
3	86,667	6,175	6,667	80,000
4	80,000	5,700	6,667	73,333
5	73,333	5,225	6,667	66,667
6	66,667	4,750	6,667	60,000
7	60,000	4,275	6,667	53,333
8	53,333	3,800	6,667	46,667
9	46,667	3,325	6,667	40,000

Housing Loan Interest Subsidy Policy

Annexure

Interest Rate **9.50%**
Subsidy Rate @ 75% **7.12500%**

	Opening			Closing
Year	Balance	Interest	Payment Balance	
10	40,000	2,850	6,667	33,333
11	33,333	2,375	6,667	26,667
12	26,667	1,900	6,667	20,000
13	20,000	1,425	6,667	13,333
14	13,333	950	6,667	6,667
15	6,667	475	6,667	0
		57,000		
No. of Months	180			
Interest Subsidy p.m.	316.67			



Loan For Securing Rental Accommodation Policy



Revised Date: 1st April, 2020

Responsible Party: **Corporate HR, Corporate Accounts**



Application Form

* Please fill the details below completely.

Full Name : _____

Date of Birth : _____

Gender : Male _____ Female _____

Address : _____

Zip Code : _____

Phone Number : _____

Email Address : _____

Emergency Contact : _____

Self-Employed
 Others

LOAN APPROVED

Loan For Securing Rental Accommodation Policy



Purpose

At the time of joining and during transfers, employees incur an amount for securing a new rental accommodation. This policy aims to provide loan assistance to employees towards this payment & lays out the procedure for availing the loan.



Loan For Securing Rental Accommodation Policy



Eligibility

This policy is applicable to all Assistant Managers / Manager / Scientists / Specialists joining from either campus or laterally as well as Assistant Management Trainees, Management Trainees joining either from campus or laterally during their joining and transfers.

For Assistant Management Trainees, Management Trainees who join from campus or laterally as well as Assistant Managers / Managers / Scientists / Specialists who join from campus, this policy is not applicable at the time of relocations for different stints during the training period. As mentioned above, it is applicable for them during transfers for their final posting at the end of their training period.

The loan has to be applied within 3 months of effective date of transfer / relocation. The loan amount shall be restricted to the amount of deposit required OR the city based entitlement as given below, whichever is lower:

City	Entitlement
Mumbai	Rs. 2,50,000
Bangalore, Chennai, Kolkata, Delhi, Faridabad, Ghaziabad, Gurgaon, Pune	Rs. 2,00,000
Other Cities	Rs. 1,50,000



Loan For Securing Rental Accommodation Policy



Administration

- Application for loans for rental Accommodation is to be made to the functional M4 and above in the format attached in the policy. The soft copy of the format can be used for application. The Manager / Scientists / Specialists is required to produce a copy of the lease agreement entered into with the owner of the flat at the time of application of the loan. The lease agreement should specifically mention the amount of deposit
- The functional M4 and above should approve the sanction of loan and forward the same along with lease agreement copy to the Corporate Accounts Function, under copy to Corporate-HR to either transfer the amount to the bank account of the employee using NEFT or prepare a cheque / DD in the name of the employee
- In case, financial assistance for securing rental accommodation is required by the employee before the signing of the agreement, the Manager / Scientists / Specialists may apply for the same to the functional Head (M4 and above) with details of the security deposit amount against which the loan is sought. With the function head's approval, the loan amount shall be disbursed to the employee. In such a scenario, the employee is expected to present the Agreement within next one month time. In case of a default in presenting the agreement, the loan amount so extended shall be recovered in the immediate next month's salary

Loan For Securing Rental Accommodation Policy



Administration

- If two or more Managers / Scientists / Specialists decide to share the same accommodation, only one Manager / Scientists / Specialists can apply for this loan. This will be the Manager / Scientists / Specialists who has entered into the L&L agreement with the owner. The loan amount to be sanctioned would be limited to the eligibility of the individual Manager / Scientists / Specialists who applies for the loan & not the combined limit of the Managers / Scientists / Specialists who have decided to share the accommodation
- If a Manager / Scientists / Specialists decides to share the accommodation with a non-employee (person/s not working in APL), then proportionate amount of loan will be provided to the Manager / Scientists / Specialists.
- A transferred Manager / Scientists / Specialists can apply for a fresh loan for securing rental accommodation at the new location. This loan is sanctioned only if the previous loan is repaid in full. Account function will check whether an applicant has repaid earlier loans

Loan For Securing Rental Accommodation Policy



Repayment of Loan

- The loan will be recovered in 18 equal monthly installments beginning from the month of disbursal
- If an employee who is yet to repay the loan resigns from / retires from / is in any way separated from the Company, said employee is required to repay the outstanding balance to the Company immediately before the relieving date



Loan For Securing Rental Accommodation Policy

Annexure

Application for Grant of Loan to Secure Rental Accommodation

Date: _____

To: _____

From: _____

Department: _____

Employee ID: _____

Date of Joining: _____

- I intend to avail on rent accommodation at < postal address > :

- I enclose a copy of the lease agreement entered into with the owner of the building. The deposit paid is Rupees.

- I request you to sanction me a loan to secure the above rental accommodation in line with the company's scheme in this regard.

- I do not have a previous rental accommodation loan outstanding.

Signature of the Applicant



Loan For Securing Rental Accommodation Policy

Annexure

Checklist for the Functional Manager (To be filled in by the Functional Manager)

1. Is the applicant confirmed in the services of the company ?

Yes No

2. Where is the applicant securing rental accommodation?

Mumbai BCDKP Others

3. What is the amount of deposit mentioned in the lease agreement?

Rs.

From: _____ < Functional Manager>

To : Accounts Executive, Head Office

This is to request you to extend an amount of Rs. _____ to Mr. / Ms. _____ Employee Id _____ for the purpose of securing rental accommodation. Kindly arrange to issue a Cheque / DD for the amount specified and obtain a stamped receipt from said employee. The loan may be recovered in eighteen monthly installments starting from the month of disbursal.

cc to : HR Executive, Corporate HR, Head Office

Signature of the Functional Manager

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A large red circle with a white center, containing the Asian Paints logo and the word "Joining". The circle is decorated with various icons related to business and administration, such as a stopwatch, a clipboard, a calculator, a smartphone, and a magnifying glass, all in shades of red and orange.

Joining

Revised Date: 1st April, 2020

Responsible Party: **Corporate HR, SSC, Corporate Accounts**



Joining



Purpose

To detail the reimbursements and joining-related benefits for all new joiners.



Applicability

This will be applicable to all Assistant Managers, Managers, Scientists and Specialists

Joining



Entitlement

The summary of entitlements is as follows:

Entitlement	Purpose	Assistant Management Trainees, Management Trainees, Assistant Managers, M6B joining from campus	Assistant Management Trainees, Management Trainees joining laterally	Assistant Managers, Managers, Scientists, Specialists and above joining laterally
Medical Reimbursement	For Pre-Employment Medical test (For details – refer Section 1)	Maximum reimbursement of Rs.1000 subject to non- availability of the official vendor.	Maximum reimbursement of Rs. 1000 subject to non- availability of official vendor.	Maximum reimbursement of Rs. 1000 subject to non- availability of official vendor.
Notice Pay reimbursement	To reimburse the notice pay amount paid by the employee to the previous employer	Not applicable	Refer - Section 2	Refer - Section 2
Transportation of personal effects	To defray expenses on transportation of personal goods	Reimbursement of excess baggage cost incurred on air travel on actuals and subject to a maximum limit of 30 kg. The same has to be supported by bills Refer - Section 3	Refer - Section 3	Refer - Section 3
Travel	For travel from the old location to the new location by the shortest route between the locations	Mode: Air – Economy, Rail I AC. Taxi fare for Travel between it's old residence and station/airport of departure and station/airport of arrival and the new residence For employee, spouse and dependent children	Mode: Air – Economy, Rail I AC. Taxi fare for Travel between it's old residence and station/airport of departure and station/airport of arrival and the new residence. For employee, spouse and dependent children	Mode: Air – Economy, Rail I AC. Taxi fare for Travel between it's old residence and station /airport of departure and station/airport of arrival and the new residence. For employee, spouse and dependent children



Joining



Entitlement

Entitlement	Purpose	Assistant Management Trainees, Management Trainees, Assistant Managers, M6B joining from campus	Assistant Management Trainees, Management Trainees joining laterally	Assistant Managers , Managers, Scientists, Specialists and above joining laterally
Journey Allowance	For expenses incurred while travelling	Rs. 100 per day of travel per person	Rs. 100 per day of travel per person	Rs. 100 per day of travel per person
		For employee, spouse and dependent children	For employee, spouse and dependent children	For employee, spouse and dependent children
Boarding and Lodging	For initial stay post joining	Refer - Section 4	Refer - Section 4	Refer - Section 4
Brokerage and loan for securing rental accommodation	To cover for one-time expenses incurred due to change of house	One-time reimbursement of brokerage subject to a limit of 1 month's rent. Refer – Section 5 Loan as per the loan for securing rental accommodation policy can be availed.	One-time reimbursement of brokerage subject to a limit of 1 month's rent. Refer – Section 5 Loan as per the loan for securing rental accommodation policy can be availed.	One-time reimbursement of brokerage subject to a limit of 1 month's rent. Refer – Section 5 Loan as per the loan for securing rental accommodation policy can be availed.
Incidental Allowance	To be used for expenses like tips and can be billed without vouchers	Rs. 100 per day for 15 days	Rs. 100 per day for 15 days	Rs. 100 per day for 15 days



Joining



Entitlement

Note:

The claims with regards to medical reimbursement and notice pay reimbursement needs to be sent to the HR Executive at the following address along with all proofs and receipts (Original notice pay receipt, bills etc.). The same will be reimbursed along with the first month's salary.

Asian Paints limited

6A, Shanti Nagar, Vakola Pipeline Road,
Opp. Grand Hyatt, Santacruz (East),
Mumbai – 400055

The claims with respect to Travel, Brokerage, Movements of goods and effects will need to be claimed through SSC using the Reimbursement portal with all supporting documents (Bills, E-tickets, boarding pass, train tickets, bus tickets, brokerage receipt, invoice of vendor etc.)

Bar and cigarette expenses will not be reimbursable.

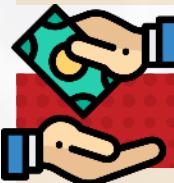
Joining



Section 1 - Medical Test Reimbursement

Asian Paints has tie-ups with medical centres across the country. They will be the authorized vendors to carry out all pre-employment medical tests. Since they are our official vendors, there will not be any need to pay for the medical tests. For employees who are joining, their details will be provided to these centres and the centres will get in touch with them for the required tests.

If the vendor does not provide services in the new joinee's city, then the required medical tests can be done in the nearest clinic / hospital. The fees for the tests subject to a maximum amount of Rs. 1000 shall then be reimbursed.



Section 2 – Notice Pay Reimbursement

- Amount paid by the employee to the previous employer will be reimbursed on actuals subject to a maximum period of 3 months salary.
- Under no circumstances will Asian Paints directly payout the amount to the previous employer.
- The taxation impact, if any, because of the notice pay reimbursement would be borne by the individual.



Back to entitlement

Joining



Section 2 – Notice Pay Reimbursement

- The adjustment made against leaves by the previous employer towards notice pay in the employee's Full and Final settlement, will also be considered as Notice pay and will be reimbursed on actuals
- The policy does not cover the reimbursement of expenses incurred towards any amount paid by the employee against employment related bond.
- The expense would have to be supported by relevant documents.

Note: Recovery of Notice Pay Buyout

In the unlikely event of cessation of employment due to any reason whatsoever within 12 months from the date of joining, the notice pay buyout assistance, in full along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

Commencement, Amendment or Termination of Notice Pay Buyout Policy

The Company anytime may, at its sole discretion, alter, amend, withdraw or delete any or all of the provisions mentioned above.



Back to entitlement

Joining



Section 3 – Transportation of Personal Effects

- At the time of joining, Trainees (Assistant Management Trainee's, Managements Trainee's) joining from campus are allowed reimbursement of maximum 30 kg of excess baggage from any airline
- In case of any exception Associate General Manager – HR approval need to be taken, before submission of the claim
- In case of lateral Assistant Managers, Managers, Scientists and Specialists and lateral Assistant Management Trainee's, Managements Trainee's, there are two options for the employee to transport their personal effects

Option 1 – Using a Movers And Packers Service Provider

Coverage:

- Actual transportation expenses by road in respect of personal and household effects from their old residence to the new residence subject to a maximum of one truck load
- All reasonable expenses for packing, crating and portage will be reimbursed
- Actual freight expenses in respect of a car / motorcycle / scooter being used by the employee will be reimbursed. A 2 wheeler, if any, may be loaded in the same truck, no additional truck load can be used



Back to entitlement



Joining



Section 3 – Transportation of Personal Effects

- The car belonging to family can be transferred (family comprises spouse, parents and children). Reimbursement of expenses pertaining to only 1 vehicle is allowed by the policy. Expenses incurred on any additional vehicle/s are to be borne by the employee.
- The employee can claim reimbursement of life time road tax, octroi and registration expenses on actuals on submission of bills through the expense reimbursement workflow.
- In case employee claims vehicle re-registration expenses, they will have to submit the proof of the same and a declaration (Annexure II) as and when required by the Accounts department. Agent charges fee for re-registration of vehicle is capped at Rs. 15,000/-
- Transit Insurance to insure goods for damage or loss during transportation is also reimbursed.



[Back to entitlement](#)

Joining



Section 3 – Transportation of Personal Effects

Selection of vendor:

1. The employee needs to take minimum 2 quotes from any reputed vendors who have a proven track record in the market for providing quality services. The contract needs to be awarded based on the cost benefit. Asian Paints also has a tie up with some prominent vendors with whom rates have already been negotiated. The list of empaneled vendors is in Annexure I. Please note that quotes from 2 vendors are required for comparison even if employee is proceeding with empaneled vendors only.
2. In case an empaneled vendor is selected, employee needs to get in touch with Manager / Assistant Manager – Administration, Vakola along with the finalized quote. The Manager / Assistant Manager has to co-ordinate with the vendor and get the movement done. Bills will be settled by company directly only after all queries/complaints are resolved. Bills will be processed by the HR Administration Team, Vakola.



Back to entitlement

Joining



Section 3 – Transportation of Personal Effects

3. In case a vendor other than empaneled vendor is selected, employee needs to coordinate with the vendor, get the movement done and pay the invoice amount. Employee can then claim the reimbursement on the process portal with the following details:

WBS Code	For 2023-24: 23-HRM-03-HRES-TRNF For 2024-25: 24-HRM-03-HRES-TRNF For 2025-26: 25-HRM-03-HRES-TRNF
Expense category	Office Expenses
Expense sub category	Others
GL Code	'L05069 – Other Freight'

For any further clarification and support needed, please write to Mr. Sachin Gokhale (Assistant Manager Administration)
sachin.gokhale@asianpaints.com.



Back to entitlement

Joining



Section 3 – Transportation of Personal Effects

Option 2 – Carrying personal effects as part of airline travel baggage

Employees who do not wish to avail the first option have the option of carrying the personal effects with them as part of their baggage. The airline excess baggage cost in such cases will be reimbursable subject to a maximum of 60 kg. This amount will be reimbursed only on production of bills from the airline.

In case of any exception, approval of Associate General Manager – HR needs to be taken before submission of the claim.

Note:

Employee can choose either of the two options – Transportation of personal effects or excess baggage and not both in any circumstances. Any reimbursement available under transportation of personal effects will not be allowed to be claimed in case employee takes excess baggage option.



Back to entitlement

Joining



Section 4 – Boarding and Lodging

- Initial stay arrangements would be provided by the company for the first 15 days.
- Disjoint stay in a hotel for a period of 15 days is allowed. However the same should not spread over for more than a month's time (30 days from date of Joining). All claims for such disjoint stay, if applicable, will need to contain reimbursement claim IDs pertaining to earlier days of stay under this 15 day period in the Comments section of the reimbursement claim.
- Managers, Specialists in grade K02 and above, based at Kasna and Ankleshwar would be provided company accommodation in the housing colony at the respective locations.
- For other locations, Assistant Managers, Managers, Scientists & Specialists may stay in a hotel as per the applicable grade and claim expenses on food and refreshment / laundry. Assistant Managers, Managers, Scientists & Specialists joining from campus or laterally as well as Assistant Management Trainees and Management Trainees joining from campus or laterally are allowed to claim the same for family (Spouse and 2 children) on actuals within limits defined for the applicable employee grade.



[Back to entitlement](#)

Joining



Section 4 – Boarding and Lodging

Limits for hotel stay, food, laundry for different grades, cities are given below:

All cities have been classified into 2 categories

Metros: Mumbai (including Vashi, Panvel, Kalyan, Thane, Taloja, Turbhe etc.), Delhi, Gurgaon, Noida, Ghaziabad, Faridabad, Bangalore, Chennai, Kolkata, Hyderabad, Secunderabad.

Non-metros: All other cities



Back to entitlement

Joining



Section 4 – Boarding and Lodging

HOTEL

Grades	Single Occupancy limits		Double Occupancy limits (for 2 employees)	
	Metros (in Rs.) (excluding taxes)	Non Metros (in Rs.) (excluding taxes)	Metros (in Rs.) (excluding taxes)	Non Metros (in Rs.) (excluding taxes)
M1/M2	18000	11500	NA	NA
M3/M4/M5	13500	7000	NA	NA
P06 / P07 / P08 / P09 / P10 / P11 / S06 / S07 / S08 / S09 / S10 / S11 / K06 / K07 / K08 / K9 / K10 / K11	13500	7000	NA	NA
M6 / AM / MT/ AMT	8000	5500	9000	6500
P01 / P02 / P03 / P04 / P05 / S03 / S04 / S05 / K01 / K02 / K03 / K04 / K05	8000	5500	9000	6500



Back to entitlement



Joining



Section 4 – Boarding and Lodging

- Managers / Scientists / Specialists / Assistant Managers are expected to stay in standard rooms.
- Supporting bills have to be produced for claiming reimbursement.
- M6/MT(joining Laterally) / AMT (joining Laterally) / Scientist /Specialist / Assistant Manager are expected to stay in single occupancy rooms if they are travelling alone and in double occupancy rooms if they are travelling along with their Spouse. Managers in grade M5 and above, Scientists in grade P06 and above and S06 and above, Specialists in grade K06 and above may avail of single occupancy rooms.
- MT/ AMT joining from Campus are expected to stay in double occupancy rooms. Single occupancy may be availed of only after exhausting the double occupancy option.



Back to entitlement

Joining



Section 4 – Boarding and Lodging

► FOOD AND REFRESHMENTS

Managers / Scientists / Specialists / Assistant Managers / Management Trainee's / Assistant Management Trainee's (both lateral and from campus) can claim actual expenses on food & refreshments per day up to the limit specified below:

Grades	Metro	Non Metro
M5 and above	Actuals	Actuals
P06 / P07 / P08 / P09 / P10 / P11 / S06 / S07 / S08 / S09 / S10 / S11 / K06 / K07 / K08 / K9 / K10 / K11	Actuals	Actuals
M6 / AM / MT / AMT / AMT	1800	1500
P01 / P02 / P03 / P04 / P05 / S03 / S04 / S05 / K01 / K02 / K03 / K04 / K05	1800	1500



Back to entitlement

Joining



Section 4 – Boarding and Lodging

The above amounts are to cover the cost of food during travel and are to be necessarily claimed on actuals subject to the applicable limits with the relevant supporting bills. The amounts mentioned are inclusive of all applicable taxes.

These amounts are meant to defray expenses on food consumed during the journey. Employees should not claim expenses for foods (including packaged food) meant for consumption after the end of the journey.

Itemized food bill: All food bills during travel needs to be supported with itemized bills for settling the claim. Even if the amount for food is mentioned on the hotel bill, itemized bill will be required.



Back to entitlement

Joining



Section 4 – Boarding and Lodging

► LAUNDRY

Laundry expenses may be claimed against actuals on production of supporting bills / vouchers.

Grades	Number of Garments
M2/M1	Actuals (any number)
M3 / M4 / M5/M6 / MT / AM / AMT	3 garments a day
P01 / P02 / P03 / P04 / P05 / P06 / P07 / P08 / P09 / P11 / S03 / S04 / S05 / S06 / S07 / S08 / S09 / S10 / S11 / K01 / K02 / K03 / K04 / K05 / K06 / K07 / K08 / K09 / K10 / K11	3 garments a day

- Employees shall have to submit the itemized bill to claim this reimbursement
- During the 15 days of hotel stay, the above limits for 'food and refreshment' and laundry will continue for the employee's family (Spouse and maximum 2 children)



Back to entitlement

Joining



Section 4 – Boarding and Lodging

- Kindly note that all reimbursement claims need to be raised within 60 days from the invoice date.



Back to entitlement

Joining



Section 5 - Brokerage and Loan for Securing Rental Accommodation

Brokerage Reimbursement - In case of own accommodation, the employee is entitled for one-time reimbursement of the brokerage charges limited to the rent of one month. The employee needs to submit the copy of the L&L agreement and brokerage receipt to the company to get the reimbursement.

The Stamp Duty, Registration Charges, Collector Fees, Charges, duties, etc. (if any), and other incidentals out of pocket expenses payable on this Agreement and renewal, if any, shall be paid and borne by the Parties equally.

- When the Rental Accommodation Agreement is in the name of an employee and a non-employee, only proportionate brokerage amount will be reimbursed.
- In cases where two or more employees are staying together, the brokerage reimbursement should be claimed only by one employee. In cases of married couples, both APL employees, staying together, only one of them is eligible for claiming brokerage reimbursement.

Employee is eligible for a loan to secure rental accommodation. Please refer to the policy on "Loan for Securing Rental Accommodation" for more details.

Note:

Kindly note that all reimbursement claims need to be raised within 60 days from the invoice date.



Back to entitlement

Joining



Recovery of Relocation Assistance

In the unlikely event of cessation of employment due to any reason whatsoever within 12 months from date of joining, the relocation assistance along with applicable tax would be recovered from the employee at the time of full and final settlement. This amount will be recovered in full and not pro-rated from date of joining. The relocation assistance recovered will include the notice pay reimbursement paid to previous employer, travel charges from home location to joining location, cost of movement of personal effects to joining location and the brokerage charges paid for rental accommodation at the final location. This will be applicable to all the Assistant Managers , Managers, Scientists and Specialists.

Joining



School Fees Reimbursement for New Joiners

School Fees Reimbursement -

Under this policy, lateral joiners for whom location changes as a result of joining the company will be eligible for this reimbursement with terms & conditions of this being exactly same as applicable to current employees in these paygrades.

Said cost needs to be booked in below mentioned WBS codes -

- For 2023-24: 23-HRM-03-HRES - TRNF
- For 2024-25: 24-HRM-03-HRES - TRNF
- For 2025-26: 25-HRM-03-HRES - TRNF

Grade	Amount per child (max. two children)
AM, M6, M5, M4, M3, M2, M1, P/01, P/02, P/03, P/04, P/05, P/06, P/07, P/08, P/09, P/10, P/11, S/03, S/04, S/05, S/06, S/07, S/08, S/09, S/10, S/11, S/12, S/13	Rs 1,00,000/-



Back to entitlement



Joining

Annexure - 1

The list of empaneled packers and movers service providers with respective contact numbers is provided below:

Sr No	Vendor Name	Vendor Representative Name	Phone Number	Email ID
1	Agarwal Packers and Movers	Ms Gauri Mane	9870291508	corporate.kam@agarwalpackers.com
		Mr Pankaj Khandekar	9377678939	pankaj.khandekar@agarwalpackers.com
2	Associated Cargo Packers and Movers	Mr Mukesh Agarwal	9371034000	mukesh@associatedpackers.com
		Mr Abhishek Sharma	9850844411	abhishek@associatedpackers.com
3	Grace Relocations Pvt. Ltd.	Mr. John C Dsouza	91213 96664	john.dsouza@gracerelocations.com
4	Intershift Relocations	Ms. Shilpa Kadam	9004452033	shilpa@intershiftrelocations.com
		Mr. Amit Agarwal	9819773363	amit@intershiftrelocations.com
5	N J Relocations	Mr. Manoj Nair	7045653713	manoj@njrelocations.com
		Mr Hardik	8668522238	hardik@njrelocations.com
6	Unison Logistics Pvt.Ltd.	Mr Vinod Sharma	9320066900	contact@unisonpackers.com
				unison.pack@gmail.com
7	Writer Relocations	Mr Vishal Shinde Mr Rohan Jay	9619487212 9820131173	ishal.shinde@writerrelocations.com rohan.jay@writerrelocations.com

Joining

Annexure - 2

Declaration of Car of a Family Member being used

To

Accounts Department
Vakola
Mumbai

I, _____ (E Code) hereby declare that I am using the car registered in the name of a member of my family for official purposes. I shall claim reimbursement of transfer related vehicle re-registration expenses incurred on this car only. The details are as below:

Registration Number of the Car: _____

Name of the Person in whose name the Car is registered: _____

Relationship of the Person with the Employee: _____

Regards,

Signature and Date

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The background features a red decorative pattern with various icons related to finance: a red upward-pointing arrow, several Indian rupee coins, a money bag filled with rupees, and some small star-like sparkles.

ap asianpaints

Provident Fund (EPF)



A photograph showing two clear glass jars on a wooden surface. The jar on the left is mostly empty except for a few coins at the bottom. The jar on the right is filled with Indian rupee notes, with a visible label that reads 'RESERVE BANK OF INDIA'. In the foreground, there are some rolled-up Indian rupee notes tied with green rubber bands.

Revised Date: 1st Nov, 2018

Responsible Party : **Corporate Accounts, Corporate HR, Business HR**

Provident Fund (EPF)



Eligibility

An Employee becomes a member of the Employees Provident Fund on the day on the day of joining the service. This policy details the provisions and various processes regarding Provident fund for all Executives, Assistant Managers, Managers, Scientists and Specialists.



Declaration of Nominations

- Each employee shall make their declaration in respective nomination forms conferring the right to receive the amount that may stand to their credit in this fund in the event of their death
- The employee may at any time during their membership change the nomination if they so desires. If a nominee predeceases the employee, the employee may make a fresh nomination.
- The nomination has to be in the name of one or more family members, as per family defined below. If an employee has no family, they can nominate any person/person(s) of their choice but if they subsequently acquires family, such nominations becomes invalid and they will have to make fresh nominations of one or more persons belonging to their family



Provident Fund (EPF)



Declaration of Nominations

- Family:** In case of a male employee, his wife, his children, whether married or unmarried, his dependant parents and his deceased son's widow and children. In case of a female employee, her husband, her children, whether married or unmarried, her dependant parents, her husband's dependant parents and her deceased son's widow and children.

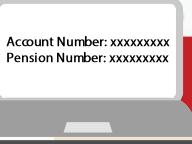
***Note 1:**

Siblings are not included in the definition of family as mentioned above. Hence employees should not nominate any siblings in the PF nomination form.

***Note 2:**

In the event of marriage an employee shall make fresh nomination & any nomination made before such marriage shall be deemed to be invalid.

Provident Fund (EPF)



UAN Declaration

Employees' Provident Fund Organization has introduced UAN (Universal Account Number) to link multiple Employee Identification Numbers (EPF & Pension No.) allotted to an employee under single Universal Account Number.

UAN for the employees joining on or after 1st October, 2014 will be allocated / linked to the previous employment by the present employer.

If an employee joins the present company, they need to give a declaration (in UAN form) along with KYC details under the Employees' Provident Funds Scheme, 1952 and Employees' Pension Scheme, 1995.

Provident Fund (EPF)



Provident Fund Calculation

- An Employee's contribution is deducted at the rate of 12% of Basic salary and this will be credited to the employee's PF account. Equal amount is contributed by the employer in respect of each employee. Out of the employer's contribution of 12% of the basic salary, 8.33% of ceiling amount is credited to the Employees' Pension Fund account
- The balance amount of the employer's contribution is credited to the PF account. In case the employee was a PF member earlier, their PF balance amount from the previous employer will be transferred to their account in the company's fund

Provident Fund statement can be viewed in the HRIT → Link Library → All Links → IMPREST - PF portal.

Provident Fund (EPF)



Transfer of PF Fund

- Form 13 will be required to be filled online in EPFO Unified Portal only by the employees who were earlier a member of the provident fund with their previous organization. Form 13 filled by the employee will be forwarded to their ex-employer / present employer basis the option selected by the employee for attestation. The ex-employer will do the transfer of the accumulated PF Funds to present employer, post completion of the PF transfer employee needs to submit Annexure – K to present employer from his previous employer (in case of Trust) or download Annexure – K from EPFO Unified Portal login (in case of transfer from Regional Provident Fund Office) for accounting the transferred amount to their respective Provident Fund account.

Provident Fund (EPF)



Voluntary Provident Fund (VPF)

Apart from the statutory deduction of 12% which is deducted from the employee's salary, employee can opt for an additional deduction known as Voluntary Provident Fund. This amount will be deducted from the employee's salary. The primary objective of VPF is to assist the employee in saving more. However, any interest earned on employee's contribution (i.e. Member contribution and Voluntary Contribution) exceeding Rs 2.50 lakhs in a year and amount in the taxable balance will be subject to tax deduction at the applicable prescribed rate.

The salient features of the VPF scheme are as under:

- An employee at their sole discretion can opt for a voluntary deduction of PF from his basic salary. They can choose from three rates of deduction i.e. 2%, 5% or 10%
- The VPF rate specified by the employee will be deducted from their salary
- An employee can opt for the scheme at the beginning of the financial year. Similarly, they can choose to quit from the scheme only at the end of the financial year. In case of new joiner, they can opt for the scheme within one month from the date of joining
- The employer will not make any contribution towards Voluntary PF
- An employee will receive the same rate of interest as received by them for their statutory deduction
- An employee cannot withdraw (any amount) from the VPF account whilst in service

Provident Fund (EPF)



Types of Funds prevalent in the company

Types of Funds prevalent in the company

1. Asian Paints Factory Employees PF:

All employees in Executives and above grade based at Ankleshwar, Patancheru, Kasna, Taloja, Khandala, Rohtak, Sriperumbudur, Vizag and Mysore are covered under this fund.

2. Asian Paints Office Employees' PF:

All employees in Executives & above grade other than those covered by the Asian Paints Factory Employees' PF are members of this fund

Both these funds are exempted under section 17 of the EPF & MP Act 1952.

Provident Fund (EPF)



Administration Of Fund

The administration of these funds is managed by a trust. The trustees conduct Trust Meeting to decide various transactions such as loan applications, transfers, settlements, investments etc.



Non Refundable withdrawal

Primarily an employee cannot withdraw the Provident Fund contribution made by them while in service, but employees can avail various types of withdrawal which are non-refundable in nature. The Provident Fund policy contains all details of eligibility and process for various types of withdrawal.

Employee can check their eligibility for non-refundable withdrawal by login into their PF portal (<http://pfportal.asianpaints.com>) wherein they need to choose the purpose for which they would like to apply and can check their eligibility accordingly. Employee required to mail the application form to Samparkhelpdesk to process the claim.

Provident Fund (EPF)



Conditions for grant of Non Refundable withdrawal:

A snapshot of conditions for grant of non-refundable withdrawal loan have been given below. For any further query, please refer to the PF loan FAQ document.

No.	Purpose	Conditions	Documents Required	Amount Eligible
1	Advance from the fund for illness of the family member		a) Composite Form b) Self attested copies of Aadhar and Pan Card c) Copy of cancelled cheque	Lowest of the following 3 will be applicable a) Employee's basic pay for 6 months or b) Employee's own share of contribution with interest or c) Estimated expenditure

Provident Fund (EPF)



Conditions for grant of Non Refundable withdrawal:

A snapshot of conditions for grant of non-refundable withdrawal loan have been given below. For any further query, please refer to the PF loan FAQ document.

No.	Purpose	Conditions	Documents Required	Amount Eligible
2	Advance from the Fund for marriage (self/ daughter / son / sister / brother)	<ul style="list-style-type: none"> a) Employee should have completed seven years' membership of the fund; and the amount of his own share of contribution with interest thereon standing to his credit in the fund is rupees one thousand or more. b) Not more than three advances shall be admissible to an employee. 	<ul style="list-style-type: none"> a) Composite Form b) Self attested copies of Aadhar and Pan Card c) Copy of cancelled cheque 	<ul style="list-style-type: none"> a) 50% of their own share of contribution.

Provident Fund (EPF)



Conditions for grant of Non Refundable withdrawal:

A snapshot of conditions for grant of non-refundable withdrawal loan have been given below. For any further query, please refer to the PF loan FAQ document.

No.	Purpose	Conditions	Documents Required	Amount Eligible
3	Advance from the Fund for post matriculation education of children (son/daughter)	<ul style="list-style-type: none"> a) Employee should have completed seven years' membership of the fund; and the amount of his own share of contribution with interest thereon standing to his credit in the fund is rupees one thousand or more. b) Not more than three advances shall be admissible to an employee. 	<ul style="list-style-type: none"> a) Composite Form b) Self attested copies of Aadhar and Pan Card c) Copy of cancelled cheque 	<p>Lowest of the following 3 will be applicable</p> <ul style="list-style-type: none"> a) 50% of his/her own share of contribution

Provident Fund (EPF)



Conditions for grant of Non Refundable withdrawal:

A snapshot of conditions for grant of non-refundable withdrawal loan have been given below. For any further query, please refer to the PF loan FAQ document.

No.	Purpose	Conditions	Documents Required	Amount Eligible
4	Construction of House / Flat Purchase	<p>a) Employee should have completed 5 years' membership of Fund.; and The employees' own share of contributions standing to their credit in the fund is not less than one thousand rupees.</p> <p>b) Can be availed only once in lifetime.</p>	<p>a) Composite Form</p> <p>b) Self attested copies of Aadhar and Pan Card</p> <p>c) Copy of cancelled cheque</p>	<p>Lowest of the following 3 will be applicable</p> <p>a) 36 month's basic wages and DA</p> <p>b) Total of employee and employer share with interest</p> <p>c) Total Cost</p>

Provident Fund (EPF)



Conditions for grant of Non Refundable withdrawal:

A snapshot of conditions for grant of non-refundable withdrawal loan have been given below. For any further query, please refer to the PF loan FAQ document.

No.	Purpose	Conditions	Documents Required	Amount Eligible
5	Site Purchase	<ul style="list-style-type: none"> a) Employee should have completed 5 years' membership of Fund.; and The employees' own share of contributions standing to their credit in the fund is not less than one thousand rupees. b) Can be availed only once in lifetime 	<ul style="list-style-type: none"> a) Composite Form b) Self attested copies of Aadhar and Pan Card c) Copy of cancelled cheque 	<p>Lowest of the following 3 will be applicable</p> <ul style="list-style-type: none"> a) 24 month's basic wages and DA b) Total of employee and employer share with interest c) Total Cost

Provident Fund (EPF)



Conditions for grant of Non Refundable withdrawal:

A snapshot of conditions for grant of non-refundable withdrawal loan have been given below. For any further query, please refer to the PF loan FAQ document.

No.	Purpose	Conditions	Documents Required	Amount Eligible
6	Addition/Alteration of House	<ul style="list-style-type: none"> a) Employee should have completed 5 years' membership of Fund.; and The employees' own share of contributions standing to their credit in the fund is not less than one thousand rupees. b) Can be availed after 5 years from Construction of House 	<ul style="list-style-type: none"> a) Composite Form b) Self attested copies of Aadhar and Pan Card c) Copy of cancelled cheque 	<p>Lowest of the following 3 will be applicable</p> <ul style="list-style-type: none"> a) 12 month's basic wages and DA b) Employee share with interest c) Total Cost

Provident Fund (EPF)



Conditions for grant of Non Refundable withdrawal:

A snapshot of conditions for grant of non-refundable withdrawal loan have been given below. For any further query, please refer to the PF loan FAQ document.

No.	Purpose	Conditions	Documents Required	Amount Eligible
7	For Repayment of Housing Loan	a) Employee should have completed 10 years' membership of Fund.; and The employees' own share of contributions standing to their credit in the fund is not less than one thousand rupees.	a) Composite Form b) Self attested copies of Aadhar and Pan Card c) Letter from the financial institution in which the payment for housing loan is to be made. The letter would consist of the Account number and IFSC code of the Bank in which the payment is to be made. d) Break-up letter of Principal and Interest amount	Lowest of the following 3 will be applicable a) 36 month's basic wages and DA b) Total of employee and employer share with interest c) Total outstanding principal and interest

Provident Fund (EPF)



Conditions for grant of Non Refundable withdrawal:

A snapshot of conditions for grant of non-refundable withdrawal loan have been given below. For any further query, please refer to the PF loan FAQ document.

No.	Purpose	Conditions	Documents Required	Amount Eligible
8	Outbreak of Pandemic/ Natural Calamity		a) Composite Form b) Self attested copies of Aadhar and Pan Card c) Copy of cancelled cheque	Lowest of the following 3 will be applicable a) Employee basic pay for 3 months or b) Employee's own share of contribution with interest or c) Estimated Expenditure

Provident Fund (EPF)



Conditions for grant of Non Refundable withdrawal:

A snapshot of conditions for grant of non-refundable withdrawal loan have been given below. For any further query, please refer to the PF loan FAQ document.

No.	Purpose	Conditions	Documents Required	Amount Eligible
9	Partial withdrawal before retirement	a) After 54 years of age and within one year of retirement, whichever is later.	a) Composite Form b) Self attested copies of Aadhar and Pan Card c) Copy of cancelled cheque	a) 90% of amount in PF of the member

Provident Fund (EPF)

Application for Non-refundable withdrawal

An employee while making an application for Non-refundable withdrawal needs to fill composite form available on PF Imprest portal along with self attested KYC documents, bank account proof and other relevant documents (if any).

Provident Fund (EPF)

PF withdrawal on Resignation

Withdrawal on Resignation

- On leaving Asian Paints if an employee has joined any other organisation, then the employee shall transfer the balance standing to the credit in their Provident Fund from Asian Paints Provident Fund to their new establishment. The new establishment may be an exempted or an unexempted establishment. For doing the same, said employee has to raise for their login Form 13 online on EPFO Unified portal. The Form 13 filled by the employee will be forwarded to their ex-employer / present employer basis the option selected by the employee for attestation. The ex-employer will do the transfer of the accumulations to present employer. Employee needs to collect Annexure – K from APL PF Trust and submit to present employer. In case of employee covered under EPFO, download Annexure – K from EPFO Unified Portal login for accounting the transferred amount to their respective Provident Fund account. Employee may contact Samparkhelpdesk to understand the process for submission of Form – 13 on EPFO Portal.
- On receipt of the same, the Trustees will consider and approve the same in the Provident Fund meeting, and the proceeds will be transferred

Provident Fund (EPF)

PF withdrawal on Resignation

Withdrawal on Resignation

- On leaving Asian Paints if the employee has not joined any other organisation and they have not taken up any employment or has gone abroad, then the employee may at his discretion withdraw the amount lying at his credit. For doing so the employee has to fill up Provident Fund withdrawal form after sixty days from the date of exit and submit the same to Payroll Department

On receipt of the same the Trustees will consider and approve the same in the monthly Provident Fund meeting, and the proceeds will be sent to the address mentioned in the settlement form.



Employees' Pension Scheme (EPS)



Revised Date: 1st Nov, 2018

Responsible Party : Corporate Accounts, Corporate HR, Business HR



Employees' Pension Scheme (EPS)



Eligibility

As per amendment in the Employees' Pension Scheme, 1995, employees joining the Company on or after 1st September 2014 and whose PF base salary is more than Rs. 15000/- are eligible for pension membership only if they were already covered under Pension Scheme during the previous employment and the employees whose salary is less than 15,000 will be by default be covered under the Pension Scheme.



Employees' Pension Fund and Contributions

- Prior to 1st September 2014, the Pension Fund will consist of Employer's contribution of 8.33% of employees pay which will be diverted from the Provident Fund, limited to the salary of Rs. 6500/- p.m. Effectively it means that maximum contribution towards the pension fund will be Rs.541/-p.m.
- Effective 1st September 2014, Contribution to pension fund will be limited to a maximum of Rs. 1250/- p.m. towards pension fund which is 8.33% of salary of 15000/- p.m. For employee joining Asian Paints Limited and did not have PF account earlier, will not be enrolled into the Pension Scheme of the Government (as per statutory requirements) if their PF basic salary is more than 15000. For such people such deduction of Rs.1250/- will not be made.
- The Employer has to pay contribution in respect of employees employed by him directly. The contributions have to be paid within 15 days of the closure of every month (like the contributions to Provident Fund).



Employees' Pension Scheme (EPS)



Pension When Payable

Amount of Monthly Pension to Employee

"Retirement Pension" is payable in the following cases:-

- if the person has attained 58 years, or
- if the person has attained 50 years, but is below 58 years of age they have rendered eligible service of 10 years of more and left service

Alternatively, it can be claimed as widow / children's pension.

Employees' Pension Scheme (EPS)



Withdrawal Benefit

An employee who leaves employment before completing 10 years of service or who has attained the age of 58 years before completion of 10 years of service, is entitled to a withdrawal benefit. Effectively it means said employee receives the amount contributed towards their Pension Fund. The disbursement of pension is done from the Regional Provident Fund Office.

- To avail withdrawal benefit (Before retirement and less than 10 years of service): The employee is required to fill Form 10-C online on UAN portal. <https://unifiedportal-mem.epfindia.gov.in/>
- To avail monthly pension (Retirement): an employee is required to apply online on UAN portal. <https://unifiedportal-mem.epfindia.gov.in/>

Gratuity



Revised Date: 1st April, 2020

Responsible Party : Corporate Accounts, Corporate HR, Business HR



Gratuity



Applicability

All employees of the company are covered under the company gratuity scheme.



Gratuity Calculation (Executives and Plant Operators / Team Members)

The calculation of Gratuity payable to any Executive who retires, or separates will be done as follows:

The Executive shall be entitled to the gratuity amount payable as per the Company gratuity scheme (**Calculation 1**) or as per the Gratuity Act, 1972 (**Calculation 2**), whichever is more favorable and not both. Under no circumstance, will any employee be entitled to claim any combination of the gratuity payable under Calculation 1 and Calculation 2.

Gratuity



Gratuity Calculation

(Non-plant Executives and non-unionized plant Executives)

Calculation 1:

Number of Years of Service		Gratuity Calculation
(1)	Less than 5 years of service	NA
(2)	>=5- 15 years of service	At the rate of 15 days salary / wages (Basic + DA) based on the last salary drawn, for every completed year of service
(3)	>=15- 20 years of service	At the rate of 18 days salary /wages (Basic + DA) based on the last salary drawn, for every completed year of service
(4)	>=20 years of service & above	At the rate of 21 days salary /wages (Basic + DA) based on the last salary drawn, for every completed year of service

Maximum ceiling under Calculation 1 – Under all circumstances, the maximum gratuity payable as per the above calculation shall not exceed Rs. 20 Lakhs.

Gratuity



Gratuity Calculation

(Non-plant Executives and non-unionized plant Executives)

Calculation 2:

Gratuity payable will also be calculated as per the Payment of Gratuity Act, 1972.

Maximum ceiling under Calculation 2 – Under all circumstances, the maximum gratuity payable will not exceed the ceiling prescribed in the Act.

Gratuity



Gratuity Settlement

Gratuity is payable to retired employees and to separated employees who have completed 5 or more years of service. Employees need to fill in Form I and submit the same to HR department for gratuity settlement.

Please note – For unionized Executive, the current practice of gratuity payment as per the settlement will continue.

Gratuity



Gratuity Calculation (Assistant Managers, Managers, Scientists and Specialists)

Period of service	On Termination	On Retirement	On Resignation	On Death or disability
Less than 5 Years	NIL	NIL	NIL	1/2 month's basic salary for each Completed year of service
From 5 years up to 10 years	1/2 month's basic Wage / salary for every completed year of service	1/2 month's basic Wage / salary for every completed year of service	1/2 month's basic Wage / salary for every completed year of service	1/2 month's basic Wage / salary for every completed year of service
Above 10 years and up to 15 Years	3/4 month's basic Wage /salary for every completed year of service	3/4 month's basic Wage /salary for every completed year of service	3/4 month's basic Wage /salary for every completed year of service	3/4 month's basic Wage /salary for every completed year of service

Gratuity



Gratuity Calculation (Assistant Managers, Managers, Scientists and Specialists)

Period of service	On Termination	On Retirement	On Resignation	On Death or disability
Over 15 years	1 month's basic wage/salary for each completed year of service up to 15 years and thereafter 1/2 month's basic wage / salary for each completed year of service up to a maximum of 5 month's basic wage / salary	1 month's basic wage/salary for each completed year of service up to 15 years and thereafter 1/2 month's basic Wage / salary for each completed year of service up to a maximum of 5 month's basic Wage /salary	1 month's basic wage/salary for each completed year of service up to 15 years and thereafter 1/2 month's basic Wage / salary for each completed year of service up to a maximum of 5 month's basic Wage /salary	1 month's basic wage/salary for each completed year of service up to 15 years and thereafter 1/2 month's basic Wage / salary for each completed year of service up to a maximum of 5 month's basic Wage /salary

Gratuity

Forms

- Form I-Application for Gratuity by an Employee
- Form J-Application for Gratuity by a Nominee
- Form K-Application for Gratuity by a Legal Heir
- Form F-Gratuity Nomination Form



Superannuation Allowance

Superannuation

Revised Date: 1st Nov, 2018

Responsible Party : Corporate Accounts, Corporate HR, Business HR

Superannuation Allowance



Eligibility

The Superannuation allowance is a monthly allowance applicable to all the employees covered under M5 / P6 / S6 / K6 and above Grade. Superannuation allowance is 15% of the Basic Salary.

Superannuation



National Pension Scheme (NPS)

Revised Date: 1st Nov, 2018

Responsible Party : Corporate Accounts, Corporate HR, Business HR



National Pension Scheme (NPS)

PENSION
SCHEME

Purpose

NPS is a pension scheme introduced by Pension Fund Regulatory and Development Authority (PFRDA), a government entity to administer the National Pension System. It is a retirement savings product introduced to promote old age income security, available on a voluntary basis to all citizens of India. It aims at providing a flexible retirement solution for corporate India.



Eligibility

All employees in the Assistant Manager and above grade.

National Pension Scheme (NPS)



Enrolment

The company has tied up with HDFC Pension who will act as Point of Presence (POP). The employees who wish to subscribe to National Pension System (NPS) will have to fill up the form online with HDFC Pension system on the link mentioned -

<https://mynps.nsdl.com/myNPS/NationalPensionSystem.html?appType=main&authId=WEFQdDVKMngzUC8vZXNoUkpjZkx1Zz09>

Post Generation of PRAN number share the same to payroll team Samparkhelpdesk@asianpaints.com to map the PRAN with Asian Paints CBO.

National Pension Scheme (NPS)



Option for the Employee in Executive and above grade

Employees can choose to join the scheme and make the contribution. The employee has an option to allocate a certain percentage of the basic (from 1% to 10%) in FGA Planner (Payroll portal). An equivalent amount will be reduced from the applicable monthly FGA and the amount thus reduced will be contributed to the NPS Fund.

***Note:** The charges pertaining to NPS will be borne by the employee and these are fixed by the government. Minimum Contribution required is only Rs. 6,000 p.a. and if the employee is unable to contribute the minimum annual contribution, the account will become dormant, and the dormancy charges would be levied. However, the Employee has the flexibility to increase / decrease his yearly contributions.

The employee can also change the allocation of the NPS portfolio (into Equity, Corporate Bonds & Government Bonds) once every year.

National Pension Scheme (NPS)

Tax



Income Tax benefits

The Contributions to the extent of 10% of Basic are fully exempt from tax u /s 80 CCD (2) of the Income Tax Act if this contribution is routed through the employer. This is over and above the Rs. 1.5 Lac benefit available under Sec 80 CCE. Employer contribution to PF and NPS over Rs.7,50,000 in a financial year and interest earned on the same is taxable.

Additional employee Contribution of up to Rs.50,000 is eligible for tax deduction u/s 80CCD (1B)

National Pension Scheme (NPS)

Withdrawal of the Fund

- Employees can convert their entire NPS corpus fund into an annuity fully tax free at the age of 60. The monthly pension is taxable. This option is beneficial to those employees who want to have a proper monthly pension income post their retirement.
- Employees also have the option of withdrawing 60% of the Corpus either at one-go after paying tax on attaining the age of 60 years (or) by planning for a phased withdrawal of this 60% at 6% every year over a period of 10 years. The balance 40% needs to be compulsorily converted into annuity.
- Various Policies can be taken up with annuity providers at the employee's option.
- Even when an employee resigns, he can continue contributing into NPS either through his next employer (if the employer is registered under NPS) or directly into the Fund. In case of direct contribution, the income tax benefit would be restricted to Rs. 1.5 lac under the existing Sec 80 CCE and it would not fall under Sec 80 CCD (2). There is no need to transfer the accumulated corpus, if the employee chooses to continue with the same fund manager.

National Pension Scheme (NPS)

Withdrawal of the Fund

Disclaimer :-

Asian Paints Limited (APL) is only enabling this option for its employees as a Corporate Employer so as to facilitate them to avail the Income Tax benefits which are currently available under the Income Tax Act u/s 80 CCD

(2) and APL is neither responsible for the investment decision of its individual employees nor does it guarantee the principal or the returns which accrues to the employees corpus under this scheme (NPS) as it is a purely voluntary scheme of the individual and is directly administered by the government through Pension Fund Regulatory and Development Authority (PFRDA).

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intentionally kept blank

A large red circle with a white center, containing the Asian Paints logo at the top and the text 'Group Personal Accident Insurance Scheme' in bold red font below it. The circle is surrounded by various medical icons in red, including a stethoscope, a syringe, a bandage, and a book, all set against a dark red background with small white stars.

Group Personal Accident Insurance Scheme

A blurred image of a blue and white ambulance driving towards the viewer. The word 'AMBULANCE' is printed in large, bold, blue letters on the side of the vehicle. Two blue star of life symbols are visible on the side panels. The background shows a blurred landscape, suggesting motion.

Revised Date: 1st April, 2023

Responsible Party : **Corporate Finance**

Group Personal Accident Insurance Scheme



Purpose

To provide insurance cover to employees in case of accidents.



Applicability

The policy is applicable to:

- a. Managers / Scientists / Specialists / Assistant Managers / Executives including Trainees and probationers
- b. Staff / Sub-Staff / workmen including probationers at various Offices / Plants
- c. Apprentices at various Offices / Plants

The policy covers any of the following situations resulting from an accident caused by violent external and visible means and which does not result from disease or natural causes:

- Death
- Permanent disablement (either total or partial)
- Temporary total disablement

The cover is a 24 hour cover and is NOT restricted to office hours only



Group Personal Accident Insurance Scheme



Benefits

The Company has a Master Group Personal Accident Insurance Policy.

The details of the policy are:

Capital sum insured – Amount received in an unfortunate event of death:

Capital sum insured is 36 months basic salary + Dearness allowance (if any) subject to minimum of INR 20.50 lacs and maximum of Rs. 2 crores

Group Personal Accident Insurance Scheme



Benefits Covered

	Amount
Death	The entire capital sum insured i.e. 36 months' salary subject to Minimum of INR 20.50 lacs and Maximum of INR 2 Crores, will be paid to the legal heir(s) of the deceased / their dependants in accordance with the personal law applicable to them
Permanent total Disablement	Either 50% of the capital sum insured, i.e. 18 months' basic salary or 100% of the capital sum insured i.e. 36 months' basic salary will be payable to the employee depending upon the severity of the disablement suffered by the insured person, as indicated in Annexure 1
Permanent partial Disablement	Depending on the nature of disablement, a percentage of the capital sum insured will be payable to the employee, as indicated in Annexure 1
Temporary total Disablement	The eligibility of compensation will be a sum of the rate of 1% of the capital sum insured payable per week subject to a maximum of INR 25,000/- per week This benefit will be available for a maximum period of 100 weeks

Compensation under the Group Personal Accident Policy is payable only under one of the above Section (Death, Permanent total Disablement, Permanent partial Disablement & Temporary total Disablement)

Group Personal Accident Insurance Scheme



Benefits Covered

Medical expenses incurred consequent to an accident suffered by employees will be reimbursed at actuals subject to the following condition:

- In case of Executives and workmen, a maximum amount of 50% of the capital sum insured or INR 10.25 Lacs whichever is less will be reimbursed
- In case of Assistant Managers ,Managers, Scientists, Specialists a maximum amount of 50% of the capital sum insured or INR 18 Lacs whichever is less will be reimbursed

The overall limit (AOY) for medical expenses reimbursement during the policy period is INR 125 lacs

The list of accidents excluded from the policy are given in Annexure II

Group Personal Accident Insurance Scheme



Claim Procedure

When an accident occurs:

- Immediate intimation within 7 days should be given to the Corporate Finance function at Head Office covering the following :
 - Name of the injured person.
 - Date, Time and Place of the accident.
 - Short description of the accident.
- Corporate Finance function will inform the Insurance Company with a request to register a claim and share claim form and process note with the employee
- Claim form to be filled in all respects, certified by Doctor on Medical Report and returned to Corporate Finance function.
- Along with the claim form, following documents (in original) will have to be forwarded to Corporate Finance function within 15 days from resumption of service post accident:



Group Personal Accident Insurance Scheme



Claim Procedure

- Bills of medical expenses incurred along with prescriptions together with a covering statement in the following form :

Bill No	Bill date	Name of Chemist / Doctor	Amount (Rs)

- Copies of all the Investigation / Medical Reports from incident till completion of treatment
- Consultation papers from the date of accident / Indoor case paper
- Fitness certificate issued by the treating Doctor
- FIR, if available
- Sick leave certificate (on Company's letter head) for the period of stay away from work on medical grounds in respect of temporary total disablement in the following format:

Group Personal Accident Insurance Scheme



Claim Procedure

Date:

To whomsoever it may concern

This is to certify that Mr. / Ms. _____ (Employee code: ___), designation _____ was on leave from _____ to _____, due to accident.

For ASIAN PAINTS LIMITED

(Superior)

Group Personal Accident Insurance Scheme



Claim Procedure

- A copy of pay slips of the injured person for the last month of previous financial year and the month prior to the accident. For employees who have joined during the financial year, salary slips for the first month of employment and the month prior to accident.
- Employment Id card / Photo id proof
- In case of death of employee, attested FIR, notarised Post Mortem Report and death certificate should accompany the claim form, GOI identity proof of the deceased. Where FIR and post mortem report are in local language, translated English version of these documents would be required.
- In case the viscera has been retained FSL report is mandatory
- The final claim will be prepared and lodged by Corporate Finance function at Head Office on the basis of the details furnished.
- When the claim is settled Corporate Finance function will intimate to the insured person, and its superior, the amount settled by the Insurance Company.
- Claim to be submitted to the insurer within 15 days from the date of incident in case of death. In case of disablement (Permanent / Temporary) within 15 days from resumption of services post-accident.

Group Personal Accident Insurance Scheme



Accounting within the company

Of Leave: When an insured person meets with an accident and resumes after a period of absence, said person should apply for sick leave as per the normal procedure.

Of Medical Expenses: On settlement of claim, the amount paid by the Insurance Company will be credited to the insured person's account through salary.



Group Personal Accident Insurance Scheme



Accounting within the company

Illustration

Capital sum insured (CSI)		36 months' basic salary subject to a minimum of INR 20.50 Lacs and Maximum of INR 2 Crores
Temporary Total disablement	Assistant Managers, Managers, Scientists , Specialists, 1% of CSI / week or weekly wages or INR 25,000 Whichever is less	Max amount payable is INR 25,000 per week
Medical Expenses	Executives and workmen 50% of CSI or Actual expenses subject to a maximum of INR 10.25 lacs (subject to amount available under overall limit of INR 50 lac) For Executives and above , Senior functionaries 50% of CSI or Actual expenses subject to a maximum of INR 18 lac. (subject to amount available under overall limit of INR 75 lacs)	Amount payable would be Temporary Total Disablement (would be credited to company's account) + Medical Expenses (will be paid to the injured person as mentioned above)

For permanent total disablement and Permanent partial disablement, refer to Annexure I.



Group Personal Accident Insurance Scheme



Frequently Asked Questions

Whom to contact in case I have any queries regarding the claim?

In case of any queries, please contact Mr. Pratap Kudva / Mr. Pratik Patil from Corporate Finance team.

Within how many days should the intimation about the accident needs to be given?

Intimation should be given within 7 days from the date of incident to the Corporate Finance Function at Head Office and with the following details:

- Employee code and name of the injured person.
- Date, Time and Place of the accident.
- Short description of the accident.



Group Personal Accident Insurance Scheme



Annexure I

DEATH

100% of the Capital Sum Insured.

For carriage of dead body funeral expense maximum of INR 1,500/-

Child education support of maximum Rs. 5,000/- for one dependent child and in case of more than one dependent child maximum of Rs. 10,000/-

PERMANENT TOTAL DISABLEMENT

The term permanent total disablement implies a total and irrevocable loss or loss of use of certain part of the body which decapitates a person from earning a living. Depending on the severity of the disablement, the compensation amount would either be 100% of the capital sum insured or 50% of the capital sum insured.

Group Personal Accident Insurance Scheme



Annexure I

100% OF CAPITAL SUM INSURED:

Loss of sight of both eyes. Actual loss by physical separation of 2 entire hand and 1 entire foot. Loss of sight of one eye and actual loss by physical separation of 1 entire hand or 1 entire foot. Loss of use of both hands or both feet. Loss of use of 1 hand and 1 foot.

Loss of sight of 1 eye and loss of use of 1 hand or 1 foot.

Disablement from engaging in any employment or occupation.

50% OF CAPITAL SUM INSURED:

Loss of sight of 1 eye.

Actual loss by physical separation of 1 entire hand or 1 entire foot.

Loss of use of 1 hand or 1 foot without physical separation.

PERMANENT PARTIAL DISABLEMENT

The term permanent partial disablement implies a disablement which involves the loss of certain parts of the body but which does not decapacitate the person totally from earning a living. The compensation for such injury is computed as a percentage of the capital sum insured as detailed below.

Group Personal Accident Insurance Scheme

Annexure I

Percentage calculation for various kinds of disablements

Sr No.	Nature	% of Capital sum insured
a.	Loss of toes – all	20
	- great, both phalanges	5
	- great, one phalanx	2
	- other than great, if more than one toe lost, each	1
b.	Loss of hearing - both ears	50
c.	Loss of hearing - one ear	15
d.	Loss of speech	50

Group Personal Accident Insurance Scheme

Annexure I

Percentage calculation for various kinds of disablements

Sr No.	Nature	% of Capital sum insured
e.	Loss of four fingers & thumb of one hand	40
f.	Loss of four fingers	35
g.	Loss of thumb - both phalanges	25
	- one phalanx	10
h.	Loss of index finger - three phalanges	10
	- two phalanges	8
	- one phalanx	4



Group Personal Accident Insurance Scheme



Annexure I

Percentage calculation for various kinds of disablements

Sr No.	Nature	% of Capital sum insured
i.	Loss of middle finger - three phalanges	6
	- two phalanges	4
	- one phalanx	2
j.	Loss of ring finger - three phalanges	5
	- two phalanges	4
	- one phalanx	2



Group Personal Accident Insurance Scheme

Annexure I

Percentage calculation for various kinds of disablements

Sr No.	Nature	% of Capital sum insured
k.	Loss of little finger - three phalanges	4
	- two phalanges	3
	- one phalanx	2
l.	Loss of metacarpals	
	- first or second (additional)	3
	- third, fourth or fifth (additional)	2
m.	Any other permanent partial disablement	As assessed by the Doctor



Group Personal Accident Insurance Scheme



Annexure I

TEMPORARY TOTAL DISABLEMENT

The term temporary total disablement implies an injury which commits a person to bed and decapacitates him temporarily from attending work as in the case of fractures.

The Insurance Company will not be liable for compensation under more than one 1, 2 & 3 above in respect of the same period of disablement. The 'admissible claim' is the sum of amount of settlement under one of 1, 2 or 3 above plus the amount settled under 4. However, the total compensation payable i.e. 'admissible claim' plus medical expenses will not exceed the capital sum insured.



Group Personal Accident Insurance Scheme



Annexure II Exclusions

- Terrorism is covered, however, terrorism activity arising out of Nuclear, Biological and/or Chemical means is excluded from the scope of this policy
- Suicide, attempt to Suicide or intentionally self- inflicted injury, sexually transmitted conditions, mental disorder, anxiety, stress or depression
- Being under influence of drugs, alcohol, or other intoxication or hallucinogens
- Participation in actual or attempted felony, riot, civil commotion, crime misdemeanour
- Committing any breach of law of land with criminal intent
- Death or disablement resulting from Pregnancy or childbirth
- Professional sports team in respect of specific benefit for inability to perform
- Participation in any kind of motor speed contest

Group Personal Accident Insurance Scheme



Annexure II Exclusions

- Engaging in Aviation or Ballooning or whilst mounting into, dismounting from or travelling in any balloon or aircraft other than as passenger (fare paying or otherwise) in any duly licensed standard type of aircraft
- Underground mining & contractor specializing in tunneling
- Naval, military or air force personnel
- Radioactivity, Nuclear risks, ionizing radiation
- Animal Bite/Snake Bite/ Insect Bite
- Circumcision or strictures, vaccination, Inoculation, change of life, beauty treatments
- Dental Treatment, Eye Treatment, Plastic Surgery unless necessitated as consequence of an accidental injury



Group Personal Accident Insurance Scheme



Annexure II Exclusions

- Consequence of war, invasion, act of foreign enemy, hostilities (whether war be declared or not) civil war, rebellion, revolution, insurrection, mutiny military or surped power, confiscation, seizure, capture, assault, restraint, nationalisation, civil commotion or loot or pillage in connection herewith
- Directly or indirectly caused by contributed by or arising from ionizing radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel
- Claims arising out of COVID 19 and any other epidemic pandemic declared by W.H.O or Government of India

A large red circle with a white center serves as the main graphic element. Inside the white center, the Asian Paints logo is positioned at the top, followed by the text "Assistance in case of Death Policy" in a bold, red, sans-serif font.

Assistance in case of Death Policy

Revised Date: 1st April, 2023

Responsible Party : Corporate Accounts, Business HR

Assistance in case of Death policy



Purpose

To extend financial support to employee's family in the event of an unfortunate death of an employee whilst in the services of the company



Applicability

This policy is applicable to all employees of Asian Paints based out of all locations. This would be valid for all instances of death of employee while in service with the organization, excluding cases where there is intentional cessation of one's life.

Assistance in case of Death policy



Benefits

In case of an unfortunate death of an employee while in service:

- The organization would contribute an amount equal to the employee's annual CTC at the time of their death or Rs. 15 Lakhs, whichever is higher, to the nominee of the deceased employee
- The maximum amount of this coverage will not exceed Rs. 3 crores
- Whenever an employee becomes eligible for coverage of more than Rs. 1.5 crores, a pre-coverage medical checkup will be required. On the basis of this checkup, it will be decided if the coverage will be more than Rs. 1.5 crores or not
- In case of unionized employees, this amount would include any contribution payable by the Company as part of settlement with union

Illustration:

If in a settlement, the Management is required to pay contributions as support for the deceased employee's family which is equal to 12 lakhs. Then, as per the policy, the company would contribute Rs. 3 Lakhs since the contribution of Rs. 12 Lakhs is already paid as part of the settlement

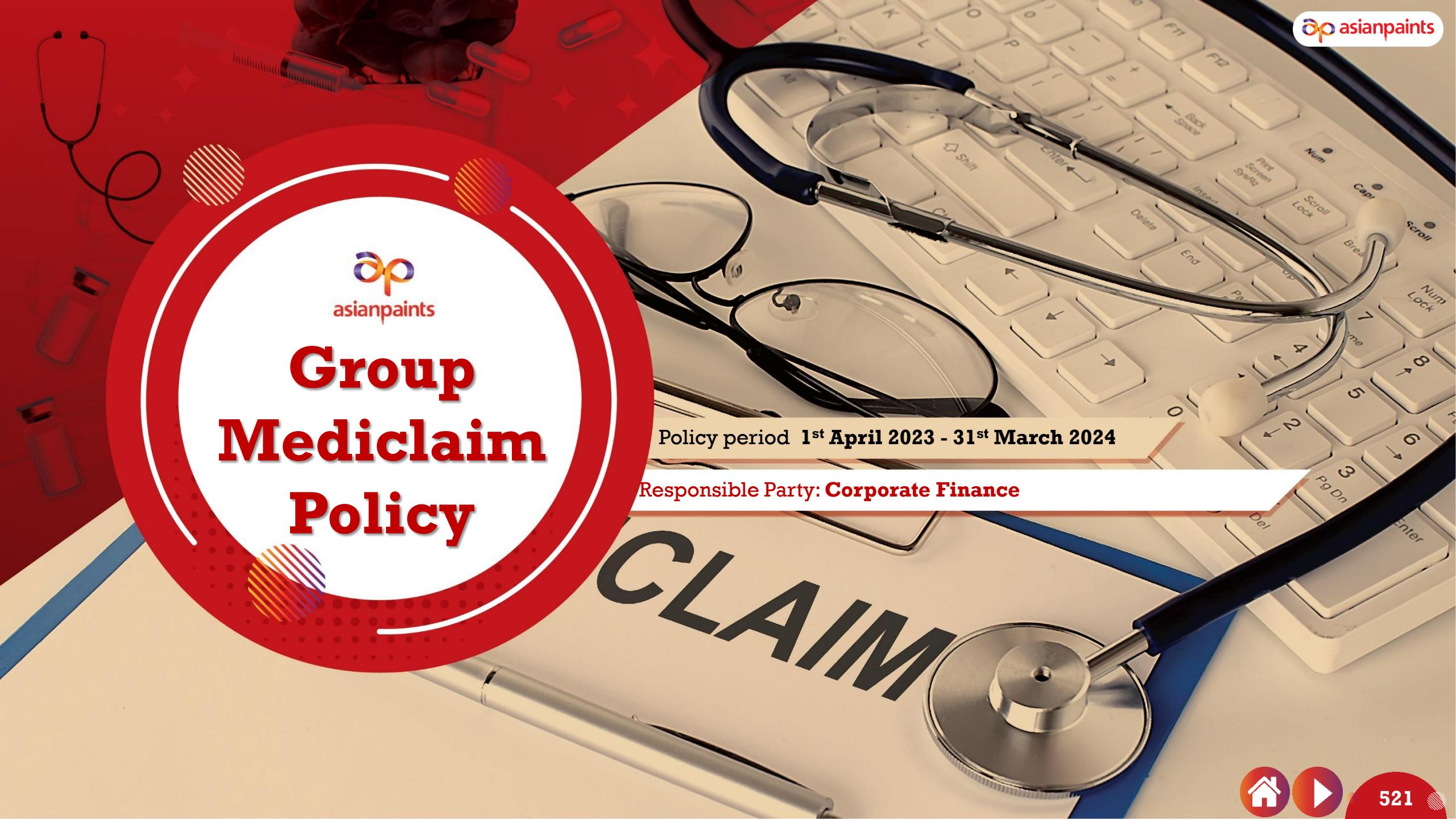
This amount would be given in lump sum to the nominee/legal heir of the employee and would be intended towards helping the family to tide over the immediate misfortune

Assistance in case of Death policy



Process

1. In the event of a death of an employee, the concerned Business HR shall inform the central payroll and finance team (Mr. Pratap Kudva) through an official email to initiate the release of the benefit amount under this policy. The BHR would also do necessary coordination with both payroll and finance team to ensure that the payment is made and record the payment details in the personal file.
2. The payment needs to be made to the legal heir (PF nominee) of the deceased employee with a letter addressed to the family. However in case of a conflict, the final decision for determining the legal heir rests with the company.
3. The payment should be made to the family within 30 days. In case this period is exceeded, then the related case needs to be accordingly escalated to Chief Human Resources Officer by the relevant HR Business Partner.

A composite background image featuring a red circular graphic on the left containing the policy details, and a white keyboard, a stethoscope, and a pen resting on a document labeled 'CLAIM' on the right.

Group Mediclaim Policy



Policy period 1st April 2023 - 31st March 2024

Responsible Party: **Corporate Finance**

Group Mediclaim Policy



Policy Features

- Family floater base cover of Rs. 4 Lakh, covering employee + three declared dependents
 - Dependents of employee classified as parents, spouse / partner and two children subject to maximum of three dependents
 - Mid term addition of dependent allowed only in case of new born baby, spouse in case of marriage, subject to availability of vacant space for addition of dependents In case dependent slot is not vacant addition during the policy period cannot be done
 - Spousal benefits are being extended to partners. Partner refers to 'same sex partner', 'live-in partner' and any other similar relationship that may be equivalent to a spouse or partner. An employee can add a partner in case a vacant slot is available for addition of dependent
 - No premium amount will be payable by the employee for the base cover
- Age limit: 1 day to 90 years only. Children upto 25 yrs of age
- Employee has the option of choosing a Top-up cover of either for Rs. 3 lakhs / Rs. 6 lakhs at the start of policy period. The applicable premium amount as per the Top-up option chosen by the employee will be deducted from the salary in the month of policy renewal



Group Mediclaim Policy



Policy Features

- Both top up options mentioned above will be available to those employees who join the company in the middle of the year. In such case, the premium amount will be recovered from the employee on pro-rata basis from the date of joining till expiry of current top up policy
- Employee who opts for either of the top-up cover option (Rs. 3 Lakhs or Rs. 6 Lakhs) will be eligible for additional group Mediclaim cover to a maximum of Rs. 1 lakh on a case - to - case basis
- Employees who have exhausted the base and top up policy sum insured during the policy period and wants to avail the additional Rs. 1 lakh Mediclaim cover can write to their respective HR
- Treatment which warrant hospitalization for a minimum period of 24 hrs would fall within the purview of this policy
- Time limit of 24 hrs will not apply for specific treatments i.e. Dialysis, Chemotherapy, Radiotherapy, Cataract, Lithotripsy (kidney stone removal), tonsillectomy and D&C taken in the hospital/Nursing Home on IPD basis. Refer [Annexure 1](#) for day care procedures payable under the policy

Group Mediclaim Policy



Policy Features

- Pre-existing diseases are covered
- Maternity cover from day one
- Day one coverage for new born child, only if vacant slot available for inclusion of dependent
- Employee or Dependent cannot be covered more than once in a policy
- Pre-Post Hospitalization cover for 30 / 60 days respectively
- No capping on Room Rent & No disease sub limit
- Maternity Limit of Rs. 1,50,000/- for normal and Rs. 2,00,000/- for C-section within the overall sum insured for first two deliveries. The condition of first 2 deliveries is irrespective of whether the employee has historically made a claim for maternity under the Asian Paints Group Mediclaim Policy
- Any treatment arising / attributed to maternity / Pregnancy related causes will be considered within the maternity limit of Rs. 1,50,000/-



Group Mediclaim Policy



Policy Features

- Abortion as per medical advice & Miscarriage will fall within the maternity limit of Rs. 1,50,000/-
- IVF treatment are outside the scope of Mediclaim policy. Please refer '[Gender Transition Policy](#)' for more details
- Avastin / Lucentis injections, Oral Chemotherapy, adjuvant chemo covered on IPD basis
- Angiography is covered
- Donor / Donee's hospitalisation expense in case of organ transplant is covered
- Artificial limbs, cost of organs and similar expenses is covered
- Weight loss (Bariatric) surgery if advised by doctor due to medical condition
- Robotic surgeries/Advance care treatments warranted our of medical condition of the patient and as per medical advice is covered
- Lasik Surgery for + / -6 power



Group Mediclaim Policy



Policy Features

- AYUSH treatment only in government hospital
- Pre natal and post natal expenses are covered for 30 days and 60 days respectively, within the maternity limit
- Maternity not covered under top up policy
- Base policy & top up policy ceases on the last date of employment
- Refund of Top up premium will be provided on Pro rata basis on separation / retirement. The refund is subject to 'No claim' under the top up policy during the current policy period
- Medical Insurance for Persons with Disability: External aid as advised by treating Doctor for employee plus dependents is covered for a sum insured of Rs.1 lakh, within the base policy family floater sum insured of Rs.4 lakhs



Group Mediclaim Policy



Policy Features

- External aid coverage is for artificial limbs, hearing aid and crutches only, subject to:
 - **Artificial Limbs:** Payment of artificial limbs fitted on the body for the first time, within 6 months of the date of discharge provided the cost towards such limbs is reasonable as per the prevailing market prices
 - **Hearing Aid:** Excluding batteries provided, subject to one time cost only & loss of hearing confirmed by an ENT specialist and claimed within 60 Days from the date of purchase. If the cost claimed are incurred as outpatient treatment expenses, then these items must be prescribed by ENT specialized medical practitioner and will have to be claimed with the insurer within 30 days of purchase
 - **Crutches:** One time cost only. It is subject to the claimant needing durable medical equipment for treatment of illness or accidental bodily injury (namely that equipment used externally from the human body which can withstand repeated use, is not designed to be disposable, is used to serve a medical purpose and generally not useful in the absence of an illness or injury)
- Gender Reassignment Surgery can be claimed only for employee up to sum insured within the base policy family floater sum insured. This is subject to employee being medically certified that they are physically fit to undergo gender reassignment surgery
 - Treatment / expenses due to complications arising out of such surgeries will not be covered under the policy



Group Mediclaim Policy



Policy Features

- Mental Health treatment expenses which is consultative in nature, without admission in a mental health establishment can be claimed, only for employee for a limit of Rs. 50,000/-in a year
- Two modes of claims are available
 - Cashless hospitalization facility - available at more than 4500 network hospitals
 - Reimbursement Mode

Group Mediclaim Policy



Declaration of Dependents

- Day one coverage for new born child, if vacant slot available for inclusion of dependent
- Employee to declare dependents - spouse within 1 month from date of marriage and child within 1 month from the date of birth (mentioning in comments "Baby added / Spouse added" with Date of marriage)
- Mid-term inclusion of dependents during policy period by existing employees are not allowed
- New joiners to declare dependents within 1 month from date of joining
- Employees to declare dependents on hrit.asianpaints.com under the below path
 - My Employee File → Dependent Information → Edit → Save
- Dependent additions will be communicated to the insurer by 10th of subsequent month and ecards for cashless treatment will be available within 30 days from the date of intimation to the insurance company

Group Mediclaim Policy



Declaration of Dependents

- Employee or Dependent cannot be covered more than once in a policy
- In case of death of declared dependent, employee can replace the dependent subject to 'no claim' for the deceased dependent during the current policy period

Group Mediclaim Policy



Exclusions and Special Conditions

- Claim documents to be submitted within 30 days after discharge. Late submission shall not be considered by the insurance company
- Pre hospitalization expense can be claimed with the main hospitalization expense within 30 days from the date of discharge
- Post hospitalization expense to be claimed within 7 days from the completion of post hospitalization period of 60 days
- Insurer's maximum liability per claim will be restricted to Rs. 4 lakhs unless the employee individual has opted for additional top up policy
- For a list of treatments excluded from the policy coverage please refer exclusions and special conditions
- For the list of cost / charges not payable under the policy (Non-Medical Expenses), please refer to [Annexure 2](#).
- Domiciliary hospitalization excluded
- Maternity not covered under top up policy

Group Mediclaim Policy



Exclusions and Special Conditions

- Lasik Surgery, infertility & related ailments incl. 'male sterility', any treatment on trial / experimental basis
- Admin, service, RMO, documentation, PPE, misc. charges, expenses on fitting of prosthesis, any device / instrument / machine contributing / replacing the function of an organ, holster monitoring are outside the scope of the policy
- Treatment related to weight management services, weight program's including treatment of obesity
- Routine eye examinations, cost of glasses, contact lenses, hearing aids and all external aids
- Any routine or preventative examinations, vaccinations, inoculation or screening, outpatient treatment, circumcision, structure, beauty treatment of any description, plastic surgery charges excluded
- Dental treatment or surgery of any kind unless as a result of accidental bodily injury to natural teeth and also requiring hospitalization. In case of dental treatment on account of accidental bodily injury only the cost of the surgery excluding cost of new teeth / tooth will be admissible
- Voluntary termination of pregnancy

Group Mediclaim Policy



Exclusions and Special Conditions

- Convalescence, nervous breakdown, general overhaul, rest cure, congenital defects or anomalies, general debility rundown condition
- Treatment for common eye defects such as myopia, hypermetropia, astigmatism, or presbyopia or cost of eye glasses
- Any disease of chronic nature directly or indirectly caused by or contributed to by or arising from ionizing radiation's or contamination by radio activity from nuclear fuel or from any nuclear waste from the combustion of nuclear fuel. For the purpose of this exception process of nuclear fission
- War, invasion, act of foreign enemy hostilities, civil war, mutiny, rebellion, revolution, insurrection, military or usurped power or civil commotion, breach of law, hunting, steeple chasing, polo, winter sports, riding or driving in races or any hazardous sports or activities or engaging in aviation or ballooning except as a fare paying passenger in any duty licensed extended type of aircraft
- Cosmetic treatments, plastic surgery, or aesthetic procedure
- Any treatment received outside India

Group Mediclaim Policy



Exclusions and Special Conditions

- Ayurveda treatment in non government hospital
- Use of intoxicating drugs / alcohol and the treatment of alcoholism, solvent abuse, drug abuse or any addiction and medical conditions resulting from, or related to, such abuse or addiction
- Suicide, attempted suicide or intentional self injury, insanity or venereal disease or committing an unlawful act
- Any stay in hospital for any reason or where there is no active regular treatment by a doctor / specialist
- Any stay in hospital / treatment taken during hospitalization which does not necessitate hospitalization
- Charges incurred in hospital purely for diagnostic purpose even in case it requires hospitalization for more than 24 hrs
- In case a hospitalization falls within 2 policy period, date of admission in hospital will be considered for determining liability under respective policy period. Post hospitalization expenses will also be considered based on hospitalization date under respective policy period

Group Mediclaim Policy



Exclusions and Special Conditions

- Expenses on vitamins and tonics unless forming part of treatment for injury or disease as certified by the attending Physician
- Insurers are bound by the rules framed by Government of India (GOI). GOI has been issuing notifications, capping the amount that can be charged by hospitals / diagnostic centers for certain ailments / diagnostic tests. The claim settlement in all such cases will be restricted to the amount capped by GOI, independent of the amount charged by the hospital / diagnostic center.
- Insurer has tie up with network hospitals because of which the hospitals offer discounts on rack rates. An employee who does not avail cashless at network hospital is not able to get the discount as the hospital is not aware of the insurance arrangement. Employees routing reimbursement claim for network hospital might be subject to deductions from the insurer for the discounts which could have been availed, had the claim being routed through cashless

Group Mediclaim Policy



Claims Management

- **Quick start** with our self-help services for you.
- MediBuddy URL:
portal.medibuddy.in
- Username: XXXXXX@asianpaints
- (X stands for six digit employee code)
- Password:
DateOfBirth[DDMMYYYY]
(To be changed on first login)
- Download the MediBuddy mobile app.

MediBuddy online portal

URL: portal.medibuddy.in



MediBuddy mobile app

**Give us a missed call on
1800 3010 1696
To get the download link on
your smartphone**



Policy terms



Ecard



eCashless



Network hospital search



Real-time claim status



Online claim submission



Online records



Group Mediclaim Policy



Cashless Hospitalization Process

Note:

The hospital will ask you to pay for all the non-medical expenses in your bill

You will have to pay for all pre- and post-hospitalization expenses. These can be claimed only after the settlement of the main hospitalization claim.

At the time of discharge, check and sign the original bills and the discharge summary. Do carry home a copy of the signed bill, discharge summary and all your investigation reports for future reference

Group Mediclaim Policy



Planned Hospitalization Process

eCASHLESS

Click the eCashless tile on your MediBuddy mobile app or online portal.

Enter details of your impending hospitalization, send intimation at least 48 hours ahead of admission.

You receive a secure passcode confirming your provisional preauthorization.

On the day of admission, present your secured pass-code, MA e-card and photo ID card at the hospital.

CASHLESS

Click the Network Hospital tile on your MediBuddy for a GPS map-based search to locate the nearest network hospital.

Visit ecard.medibuddy.in to download your card instantly

At the hospital, display your ecard at the Insurance Desk.

Complete and submit the pre-authorization form. Your hospital will send the form to Medi Assist for approval.

Group Mediclaim Policy



Planned Hospitalization Process

- eCashless/Cashless hospitalization is available only at network hospitals. Visit ecard.medibuddy.in to download your card instantly
- During the course of the hospitalization, Medi Assist may request your hospital for additional information to process interim claims and final bill before discharge
- Track your claim in real-time.
 - MediBuddy: Click the **Claims** tile
 - SMS: CLAIM (CLAIM NUMBER) to +919664172929
 - Visit track.medibuddy.in

Group Mediclaim Policy

Ecashless & Sample of Short Message

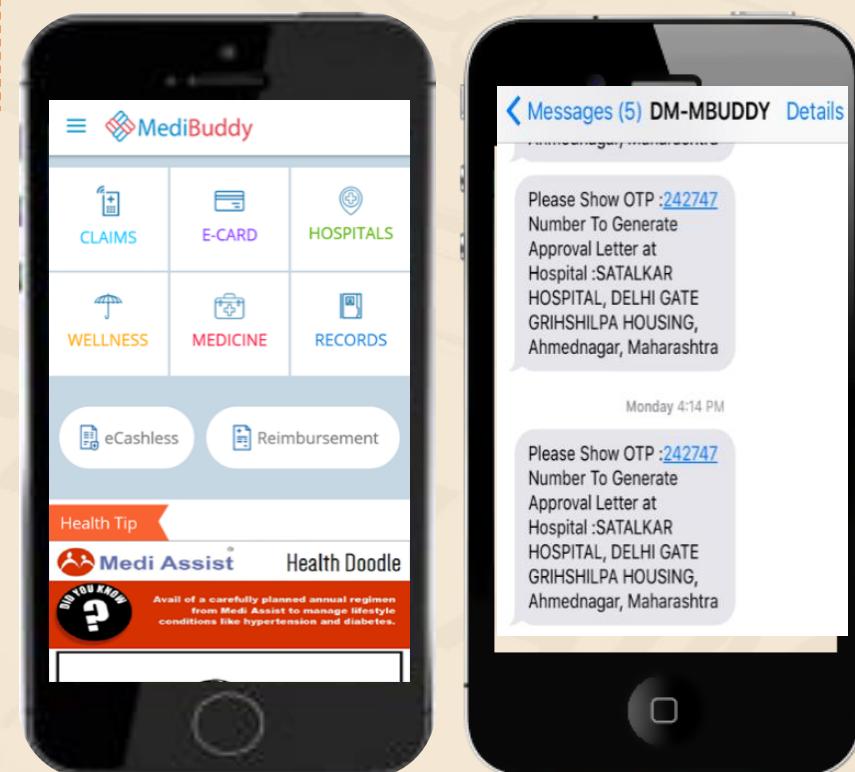
You initiate your eCashless hospitalization with MediBuddy from the comfort of your home.

The hospital receives your request and enters the estimate cost of treatment

Medi Assist send a provisional, passcode-protected preauthorization to the hospital; You receive your secure passcode

On the date of admission, you present your passcode at the insurance desk to “unlock” the provisional preauthorization.

The provisional preauthorization becomes a valid approval only after the passcode is validated and the hospital obtains your ID proof and signatures on the preauthorization form.



The most convenient and secure way to plan a cashless hospitalization

Lower cost of care as a result of planning – preferred tariffs contracted by Medi Assist

A truly green channel experience since you reserve your room in advance

Full visibility into the status of your request, anytime, anywhere, with your app

Group Mediclaim Policy



Reimbursement Process for Hospitalization at a Non-network Hospital



Click the **Reimbursement** tile on your MediBuddy to give us prior intimation about your impending claim before discharge from the hospital.



Click the **Submit Claims** tile on your MediBuddy online portal to scan and upload your hospitalization bills.



Submit all hard copies of bills in original to your servicing Medi Assist branch



Track your claim in real-time.

- MediBuddy: Click the **Claims** tile
- SMS: CLAIM (CLAIM NUMBER) to +919664172929
- Visit track.medibuddy.in



Group Mediclaim Policy



Reimbursement

In order to submit your reimbursement claims:

- Intimate us about your impending claim: (not mandatory)
 - MediBuddy: Intimate Reimbursement tile (or)
 - SMS: CLAIM INT to +91 96641 72929
- Submit your reimbursement claim online within 30 days from date of discharge:
 - Log into your Medi Assist online portal and click the Submit Claims tile.
 - Enter all the information in the displayed form and scan and upload all the necessary documents duly signed.
- Send the original documents to Medi Assist India TPA Private Limited within 30 days from the date of discharge from hospital.
 - Mail | Courier them to the Medi Assist branch servicing your account

* Please visit our website, www.mediassistindia.com.

Group Mediclaim Policy



Reimbursement

- Track your claim in real-time:
- Click the Claims tile on MediBuddy (or)
- Log into www.medibuddy.in and click the Claims tab (or)
- Visit track.medibuddy.in to search claims by Claim ID, MA ID or Employee ID (or)
- SMS “Claims (Claim Number)” to +91 96631 49992
- The medical team at Medi Assist processes the claim as per policy terms (Fill the below checklist for Reimbursement Claim)



Group Mediclaim Policy



Reimbursement

Checklist of Documents for Reimbursement Claim

Please note that all documents should be submitted in ORIGINAL within 30 days of Discharge. Please number each document for cross checking purpose. (Standard settlement period for claim is 30 days after submission of all documents as per list & additional documents requested if any.)

Sr. No. 1 to 10 are mandatory documents and rest of the documents shall be as per claim type.

Employee Name	
Employee ID	
Email ID	
Mobile Number	
Patient Name	
Patient MAID No.	



Group Mediclaim Policy

Reimbursement

Sr No	Document Type	Available (Yes/No)	Serial no of pages
1	Duly filled Claim Form		
2	Detailed discharge summary/Death Summary with sign & stamp of the hospital.		
3	Hospital Bill-consolidated and with detail breakup of every component of the bill with Sign & Stamp of the hospital with pre-printed bill number.		
4	Pre-printed Payment receipt with receipt number for the payment done to the hospital with sign & stamp of the hospital.		
5	Positive investigation reports confirming the diagnosis along with bills & doctor prescription		
6	Other investigation reports along with bills & doctor Advice letter.		
7	Medicine bills with prescriptions.		



Group Mediclaim Policy

Reimbursement

Sr No	Document Type	Available (Yes/No)	Serial no of pages
8	Cancelled Cheque copy for NEFT of the claim settlement amount with employee name pre-printed		
9	Aadhar Card of the patient		
10	Employee's PAN card & Aadhar Card.		
11	In case of surgical packages like Cataract, Maternity, Angioplasty, Hernia etc – detail breakup of the package along with the sticker of the lens/Implant and the Invoice of the Implant/Lens.		
12	Indoor Case papers along with admission notes, daily progress notes & nursing chart.		
13	Clarification from hospital if doctor charges are not included in final bill		
14	Hospital Registration Certificate if registration number is not available on Hospital Bill		

Group Mediclaim Policy

Reimbursement

Sr No	Document Type	Available (Yes/No)	Serial no of pages
Additional Documents Required For Maternity Claims			
15	Report of last sonography done immediately before delivery		
16	A letter from the treating doctor stating detail of Obstetric history in GPLA format (Gravidity and Parity of the patient, No. of Living children and Abortion) if not mentioned in Discharge Card		
17	Type of delivery - Normal or LSCS (Lower segment caesarean section), If LSCS, Indication for the same		
Additional Documents Required For Cataract Claims			
18	IOL Sticker [Intra Ocular Lens Sticker] along with original purchase invoice of lens used in surgery		

Group Mediclaim Policy

Reimbursement

Sr No	Document Type	Available (Yes/No)	Serial no of pages
Additional Documents Required For Specific Claims			
19	Angioplasty – Stent sticker and CAG report required		
20	Bypass Surgery (Coronary artery bypass graft) –CAG report required		
21	Knee Replacement / joint Replacement –Sticker and purchase Invoice of Implant		
Additional Documents Required For Accident Claims			
22	Attested copy of First Information Report (FIR) from police or Medico-Legal Case certificate (MLC) from hospital confirming the cause & situation in case of Road traffic accident		

Group Mediclaim Policy



Reimbursement

Sr. No.	Document Type	Available (Yes/No)	Serial no of pages
23	Treating doctor's certificate stating whether patient was under influence of alcohol/other narcotics substance during the accident		
Additional Documents Required For Chemotherapy / Radiotherapy / Dialysis Claims			
24	Doctor's letter stating number of sittings and frequency of each sitting		

Signature of the employee:

Date:

Group Mediclaim Policy



Reimbursement

Note:

- **In case of approval:** The amount is reimbursed either via NEFT or cheque (sent to the address mentioned in your policy)
- **In case your claim is denied:** The denial letter is sent to you by courier / post / e-mail quoting the reason for denial of your claim
- The list given is indicative in nature. Further additional documents may be called for depending on the nature of the claim
- Kindly keep a Xerox of all the documents submitted for any future references



Group Mediclaim Policy



MediBuddy Online Portal

The MediBuddy Online Portal is your personalized gateway to managing your health and reducing cost of healthcare for your family.

Log into portal.medibuddy.in with your username and password to begin.

- **Health Cover:** Click the Know your health cover tile to view details of your policy terms and conditions, coverage, exemptions, etc.
- **Hospital:** Click the Hospitals tile for a map-based search for a network hospitals in your vicinity
- **E – Cashless:** Click the eCashless tile to opt for a provisional preauthorization before date of admission without having to walk into the hospital
- **Submit Claims:** Click the Submit Claims tile to raise a reimbursement claim online

Group Mediclaim Policy



MediBuddy Online Portal (Desktop)

The screenshot shows the MediBuddy Online Portal (Desktop) interface. The top navigation bar includes Home, Menu, and Sign In. The main menu categories are Your claims, Wellness, Pharmacy, hospitals, and Specially for Lifestyle. Below the menu are sections for Employee policy, Employee TopUp, Download E-card, and Contact us. The bottom footer includes a 1800 number, Write to us, and links for eCashless, Intimate Reimbursement, Submit claim, and Contact us.

- Real time claims tracking**
- Policy benefits information**
- Place request for prescription medicines**
- Member / HR login**
- Enrolment and e-card generation**
- eCashless and Reimbursement intimation**
- Raise claims / submit documents online**

Group Mediclaim Policy



MediBuddy Mobile App

- MediBuddy is available both as an app (for Android and iOS) as well as a mobile browser-friendly portal, www.medibuddy.in
- **Claims:** Click the Claims tile to track the status of a claim by your Medi Assist ID number (MAID), Employee ID, email address or mobile number. All sensitive information is masked to maintain privacy when you access claims information without signing in
- **Sign in:** Sign In and return to the Claims tile to search and view your claims details in full
- **Record:** Click the Records tile to view your electronic health records that you have uploaded onto your Medi Assist online portal
- **Claims:** Click Claims to send us a notification regarding an impending hospitalization
- **R I:** Click Reimbursement to let us know that we will soon receive your reimbursement claim
- **Hospital:** Click the Hospitals tile to view a list of all Medi Assist network hospitals

Group Mediclaim Policy



MediBuddy Mobile App

- **Profile:** Click the user profile icon and select the FAQ link to view a list of common questions related to health insurance and claims

Note: Your home screen and the menus that are activated on your MediBuddy may differ from the information described in this document based on your corporate wellness program.

Group Mediclaim Policy

One Click For Everything In Healthcare



The MediBuddy app

Track your claims status

Avail a host of wellness packages

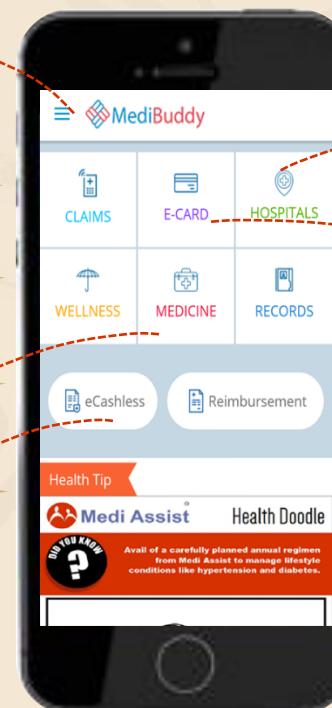
Order medicines for doorstep delivery

Intimate us for provisional preauthorization

To download MediBuddy App:

Give us a missed call on **1800 3010 1696**

We'll SMS the download link to your smartphone



View list of network hospitals

View your Medi Assist E-card

Access your health records online

Send intimation for raising a reimbursement

Daily health tips

Group Mediclaim Policy



Self Help and Contact Matrix



MediBuddy online portal

www.medibuddy.in



MediBuddy mobile app

Give us a missed call on **1800 3010 1696**
To get the download link on your smartphone



staffmediclaim@mediassistindia.com

1800 419 1151 / 18004259559

Claim documents to be sent in a sealed envelope to the following address :

Mr. Amit Kondali / Dhiraj Medhekar
Medi Assist India TPA Pvt Ltd. 4th Floor, Aarpee Chambers, Marol Cooperative Industrial Estate Road, Off Andheri Kurla Road, Gamdevi, Marol, Andheri (East).Mumbai – 400 059.
Cell: 7045456685 / 7718813050

Group Mediclaim Policy



Self Help and Contact Matrix

For employees based at Vakola & Kalpataru offices:

Claim documents can be put in “Medi Assist India TPA Pvt. Ltd.,” drop box placed at the printing room on ground floor of Vakola office. The documents will be collected from the drop box on weekly basis by TPA personnel

On the envelope, please mention:

Mediclaim documents for emp no. (XXXXXX 6 digit emp code)

MAID / Ecard No.

Company name: Asian Paints Limited

Help Desk:

TPA official will be available on the Ground floor at reception for providing support, handling queries and facilitating claim process on every working Wednesday between 2.00 p.m. to 5:00 p.m.



Group Mediclaim Policy



Self Help and Contact Matrix

Contact details of Help Desk:

Contact name	Email id	Contact no.
Mr. Dhiraj Medhekar	dhiraj.bhagwan@mediassist.in	📞 +917718813050

Group Mediclaim Policy



Communication Matrix For Employees

1st point of contact

staffmediclaim@mediassist.in
 +91 8095190012

SPOC:

Ms. Asmita Mohite
staffmediclaim@mediassist.in
 + 91 9513343279

2nd point of contact:

Mr. Dhiraj Medhekar
dhiraj.bhagwan@mediassist.in
 +91 7718813050

3rd point of contact

Mr. Amit Kumar Kondali
amit.kondali@mediassist.in
 +91 7045456685

Escalation Level 1

Mr. Pratik Patil
pratik.patil@asianpaints.com
 +91 8655799756

Escalation Level 2

Mr. Pratap Kudva
pratap.kudva@asianpaints.com
 +91 9969576157

Group Mediclaim Policy

Service Levels

Activity	Expected TAT
Health Card Issuance for new employees + dependents	30 working days from the date of approval on HRIT portal
Cashless authorisation* / final cashless* bill authorisation at the time of discharge from hospital	3 hours from receipt of request to the centralised processing unit of the TPA
Reimbursement claim	Settlement 21 days from the date of submission of compliant documents Credit to account by 25 th day
Query letter	10 th day from submission of claim document

*Cashless request authorisation both at the time of admission and discharge cannot be prioritised. Hence such requests cannot be accommodated by the insurer

Group Mediclaim Policy



MediBuddy Infiniti, your curated, network for cashless outpatient services

Our catalog of services

Doctor consults*

- 7000+ doctors and growing
- 31 cities and expanding
- Telemedicine upto 10% discount

Medicines*

- 11 cities and growing
- Cashless or cash on delivery
- In-store pickup
- Upto 20% **discount

Health checks*

- 43 cities and counting
- 1000+ packages and growing
- 500+ centers and growing
- Discounts upto 40%

Health management plans*

- Mid to long-term programs for maintenance of health

Home Health Care* Services

- 12 cities and counting
- Discounts upto 15%

*Condition management includes programs for Hypertension, Diabetes and Obesity.



**Discount on prescription medicines only – Discounts may vary depending on provider and delivery method

*Employees can avail above services at their own cost

Group Mediclaim Policy



Important Notice

- Insurance Company reserves the full right of acceptance, settlement and rejection of claims under this policy
- Payment of claim by Insurance Company shall be made directly to the bank account of the employee based on the bank details filled on the claim form by the employee
- The Company shall not be liable to make any payment under this policy in respect of expenses incurred by any Insured Person but rejected by the insurer for whatsoever reason as the case may be
- The Company is not liable to make good any difference between the actual expenses incurred by the insured employee and the actual claim settled by the Insurance Company

Group Mediclaim Policy



Important Notice

- The information contained in this communication is intended solely for the use of the individual or entity to whom it is addressed. It contains confidential or legally privileged information. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution of the contents of this information is strictly prohibited. If you have received this communication in error, please notify us immediately by responding to this email and then delete it from your system.

Group Mediclaim Policy



Claim form Related Information

Mentioned at start
of ppt

Name & Address
of Employee

REIMBURSEMENT CLAIM FORM
TO BE FILLED BY THE INSURED
The issue of this Form is not to be taken as an admission of liability

(To be Filled in block letters)

a) Policy No.: <input type="text"/>	b) Sl. No/ Certificate no. <input type="text"/>	
DETAILS OF PRIMARY INSURED:		
c) Company / TPA ID (MA ID)No: <input type="text"/>	d) Name: <input type="text"/> SURNAME <input type="text"/> FIRST NAME <input type="text"/> MIDDLE NAME <input type="text"/> INITIAL <input type="text"/>	
e) Address: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	City: <input type="text"/> State: <input type="text"/> Pin Code: <input type="text"/> Phone No: <input type="text"/> Email ID: <input type="text"/>	
DETAILS OF INSURANCE HISTORY:		
a) Currently covered by any other Mediclaim / Health Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No	b) Date of commencement of first insurance without break: DD MM YY YY	
c) If yes, company name: <input type="text"/> Policy No. <input type="text"/>		
Sum insured (Rs.) <input type="text"/>	d) Have you been hospitalized in the last four years since inception of the contract? <input type="checkbox"/> Yes <input type="checkbox"/> No Date: MM YY	
Diagnosis: <input type="text"/>	e) Previously covered by any other Mediclaim /Health insurance :: <input type="checkbox"/> Yes <input type="checkbox"/> No	
f) If yes, company name: <input type="text"/>		
DETAILS OF INSURED PERSON HOSPITALIZED:		
a) Name: <input type="text"/> SURNAME <input type="text"/> FIRST NAME <input type="text"/> MIDDLE NAME <input type="text"/>	b) Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	c) Age years <input type="text"/> Months <input type="text"/> d) Date of Birth DD MM YY YY
e) Relationship to Primary insured: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other (Please Specify) <input type="text"/>		
f) Occupation <input type="checkbox"/> Service <input type="checkbox"/> Self Employed <input type="checkbox"/> Home Maker <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Other (Please Specify) <input type="text"/>		
g) Address (if different from above): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
City: <input type="text"/> State: <input type="text"/>		

To be left Blank

Mentioned on Ecard /
Health card of PATIENT

Name & other details of PATIENT



Group Mediclaim Policy



Frequently Asked Questions

What are the expenses covered under this scheme ?

The scheme covers reimbursement of hospitalization expenses, as would fall under different heads mentioned below, only for illness / diseases contracted or injury sustained within the country, but not exceeding the sum insured:

- Room, Boarding Expenses as provided by the Hospital / Nursing Home
- Nursing Expenses
- Surgeon, Anaesthetist, Medical Practitioner, Consultants, Specialist Fees
- Anaesthesia, Blood, Oxygen, Operation Theatre charges, Surgical Appliances, Medicines & Drugs, Diagnostic Materials and X-ray, Dialysis, Chemotherapy, Radiotherapy, Artificial Limbs & cost of internal aids and similar expenses
- Maternity expenses, as per specified conditions, up to a limit of Rs 1,50,000/- for normal and Rs 2,00,000/- for caesarean within the overall limit
- Ambulance charges at actuals, subject to a maximum of Rs 2,500/- per occurrence

Group Mediclaim Policy



Frequently Asked Questions

What are the expenses not covered under this scheme ?

Following is the list of expenses that are not covered under this scheme.

- Maternity claims:
 - New born baby expenses unless there is any active line of treatment which required hospitalization, subject to availability of vacant slot
- Other claims :
 - Charges for personal protective equipment's
 - Telephone service and food supplied by the hospital
 - Dental treatment or surgery of any kind unless as a result of accidental bodily injury to natural teeth and also requiring hospitalization. In case of dental treatment on account of accidental bodily injury only the cost of the surgery excluding cost of new teeth / tooth will be admissible
- Expenses in respect of diagnosis, diagnostic tests and examination, medicines, vitamins and tonic not consistent with and without forming part of the treatment for any injury, illness or disease Suicide, attempted suicide or intentional self injury, insanity or venereal disease or committing an unlawful act
- Under the influence of intoxicating liquor or drug

Group Mediclaim Policy



Frequently Asked Questions

- Vaccination, inoculation, circumcision, structure, beauty treatment of any description, plastic surgery
- Convalescence, nervous breakdown, general overhaul, rest cure, congenital, defects or anomalies, general debility rundown condition.
- Treatment for common eye defects such as myopia, hypermetropies, astigmatism, or presbyopia or cost of eye glasses
- Any disease of chronic nature directly or indirectly caused by or contributed to by or arising from ionizing radiation's or contamination by radio activity from nuclear fuel or from any nuclear waste from the combustion of nuclear fuel. For the purpose of this exception process of nuclear fission
- War, invasion, act of foreign enemy hostilities, civil war, mutiny, rebellion, revolution, insurrection, military or usurped power or civil commotion, breach of law, hunting, steeple chasing, polo, winter sports, riding or driving in races or any hazardous sports or activities or engaging in aviation or ballooning except as a fare paying passenger in any duty licensed extended type of aircraft
- Refer the slide Exclusions and Special conditions slide along with pdf containing details of charges not payable

Group Mediclaim Policy



Frequently Asked Questions

How many members (maximum) per employee can be covered under this scheme ?

Four dependent members (including employee)

Is it possible for a female employee to include her parents as dependents even after marriage ?

Yes

Who are classified as dependents of the employee under this scheme ?

Parents up to the age of 90 years, spouse / partner, and two children up to the age of 25 years subject to maximum of 3 members

What is the age limit for coverage of dependant children under this scheme?

Maximum 2 children can be covered till the age of 25 years.

Group Mediclaim Policy



Frequently Asked Questions

When can a newly born child's name be included in this scheme ?

Day one coverage is extended to new born baby subject to vacant space being available in the dependent slot.
A new born baby can be included in the group mediclaim policy immediately (but necessarily within 30 days of birth) subject to availability of vacant slot in the dependent. In case there is no vacant slot then the new born can be included as dependent only at the time of policy renewal during which the window for dependent changes / inclusion will be available on HRIT portal

Up to what age can dependent parents be covered under the scheme ?

Dependent parents can be covered up to the age of 90 years

After marriage, how does an employee go about covering his spouse under this scheme ?

A married employee will have to register his spouse as dependent within 30 days of marriage subject to vacant space being available in the dependent slot. In case there is no vacant slot then the spouse can be included as dependent only at the time of policy renewal during which the window for dependent changes / inclusion will be available

When will the coverage begin?

The insurance cover takes effect from date of joining the services of the company and for dependents from the date of declaration of dependents to the insurer

Group Mediclaim Policy



Frequently Asked Questions

I am already covered by another policy which expires few months from now, so I don't think I will be interested.

This is a unique opportunity to cover family members since the policy covers:

- Preexisting illness/diseases
- Maternity expenses benefit
- No sub-limits / capping except for maternity extension

How can I avail cashless facility?

Patient will have to carry cashless ecard which has been mailed to all the employees by the insurer on their respective company email ids along with a government identity proof of the nominated family member who requires treatment & government id proof and PAN card of the employee. The card will be required while you submit the pre-authorisation form. Always take help of insurance help desk at the network hospitals

How do I get a claim request processed ?

- Emergencies always catch you unawares and you should be prepared for them always. Therefore, before you really have to make a claim on your health insurance policy, you should know the procedure thoroughly

Group Mediclaim Policy



Frequently Asked Questions

- This starts right from the day you get the scheme presentation. The first step in understanding the claim procedure is to go through the presentation as soon as you receive it. The APL Group Mediclaim Scheme provides you two options:
 - ✓ Cashless facility
 - ✓ Reimbursement
- Cashless facility needs to be necessarily availed at network hospitals on the panel of the insurer. Therefore, the first exercise for you should be to identify and make a note of network hospitals within your locality. The list of network hospitals is subject to change and hence the updated list needs to be checked before deciding / availing cashless facility

Scenario 1

For example, Mr. ABC who is covered as dependent under the Company Group Mediclaim policy faced some problem with his vision. He visited an Ophthalmologist who recommended him to undergo a minor surgery to correct the vision defects.

The eye-specialist advised him to get it done within next 1 month. In this case, Mr. ABC has some time to chalk out a plan. He can decide which doctor he should get the surgery done from.

Group Mediclaim Policy



Frequently Asked Questions

For him, comparing rates even within network hospitals is possible. His aim should be to try and opt for cashless facility instead of paying for his treatment upfront and then claiming the compensation from the insurance company later.

Scenario 2

Now consider the case of Mr. XYZ. He started feeling immense chest pain at midnight. Showing presence of mind, his son rushed him to the nearest heart-care hospital. The cardiologists did the primary assessment after which they decided to operate him next day, as they believed his condition was too critical to allow any time-lapse.

Mr. XYZ's son took the decision on the spot and requested doctors to start the procedure. This wasn't a network hospital. In such cases, one really does not get enough time to shift the patient to the network hospital or compare rates across the network hospitals. Reimbursement is the only option available then.

Now let's understand the procedure to avail claim facility under both conditions. Let's begin with cashless facility first:

Cashless facility for medical treatments Points to remember here:

- Cashless facility can be availed even in emergency cases. However, there's no alternative to following the procedure

Group Mediclaim Policy



Frequently Asked Questions

- Patient will have to carry cashless ecard which has been mailed to all the employees by the insurer on their respective company email ids along with the identity proof. The card will be required while you submit the pre-authorisation form. Always take help of insurance help desk at the network hospitals
- The turnaround time for getting approval from the insurer for cashless request is approx. 4 hours from the time the pre-authorisation form with other documents is received by the centralized cashless processing unit of the insurer
- Accuracy of the information provided in this form would determine how much time it will take for the insurance company for authorizing the cashless request
- Initially the insurance company will release the partial amount based on the estimate of expenses submitted by the hospital help desk. Some hospitals may seek mandatory security deposit which is refundable only after the insurance company pays off the hospital bills

In case of reimbursement...

- Initial intimation / registration of claim is not required by the insurer. Soon after the patient is discharged from the hospital the employee may fill in the claims form and enclose supportive documents as listed in the Reimbursement process earlier

Group Mediclaim Policy



Frequently Asked Questions

- Please don't forget, there the claim documents will have to be submitted within 30 days from the date of discharge / completion of treatment. You can claim pre hospitalization expenses for up to 30 days and post hospitalization expenses for up to 60 days (except for maternity claims)

Word of caution

- Please don't forget, cashless facility should never be a precondition to any medical treatment. You should always think about getting the best possible treatment. Option of reimbursement is always available to you at non network hospitals

Group Mediclaim Policy

Annexure 1

List of Day Care Surgeries	
1	Stapedotomy
2	Myringoplasty (Type I Tympanoplasty)
3	Revision stapedectomy
4	Labyrinthectomy for severe Vertigo
5	Stapedectomy under GA
6	Ossiculoplasty
7	Myringotomy with Grommet Insertion
8	Stapedectomy under LA
9	Revision of the fenestration of the inner ear.
10	Turbinectomy
11	Removal of Tympanic Drain under LA
12	Endoscopic Stapedectomy
13	Fenestration of the inner ear
14	Septoplasty
15	Tympanoplasty (Type II)
16	Excision and destruction of lingual tonsils



Group Mediclaim Policy

Annexure 1

List of Day Care Surgeries	
17	Conchoplasty
18	Turbinoplasty
19	Incision & Drainage of Retro Pharyngeal Abscess
20	UvuloPalatoPharyngoPlasty
21	Palatoplasty
22	Tonsillectomy without adenoidectomy
23	Adenoidectomy with Grommet insertion
24	Adenoidectomy without Grommet insertion
25	Incision & Drainage of Para Pharyngeal Abscess
26	Transoral incision and drainage of a pharyngeal abscess
27	Tonsillectomy with adenoidectomy
28	Incision of tear glands
29	Other operation on the tear ducts
30	Incision of diseased eyelids
31	Excision and destruction of the diseased tissue of the eyelid
32	Removal of foreign body from the lens of the eye.



Group Mediclaim Policy



Annexure 1

List of Day Care Surgeries	
33	Corrective surgery of the entropion and ectropion
34	Operations for pterygium
35	Corrective surgery of blepharoptosis
36	Removal of foreign body from conjunctiva
37	Removal of Foreign body from cornea
38	Incision of the cornea
39	Other operations on the cornea
40	Operation on the canthus and epicanthus
41	Removal of foreign body from the orbit and the eye ball
42	Surgery for cataract
43	Removal of foreign body from the posterior chamber of the eye
44	HBI-Hemibody Radiotherapy
45	Continuous Infusional Chemotherapy
46	Infusional Chemotherapy
47	2D Radiotherapy
48	TBI- Total Body Radiotherapy



Group Mediclaim Policy

Annexure 1

List of Day Care Surgeries	
49	Palliative Radiotherapy
50	Palliative chemotherapy
51	Breast reconstruction surgery after mastectomy
52	URSL with stenting
53	URSL with lithotripsy
54	Haemodialysis
55	Cystoscopy and removal of polyp
56	Cystoscopy and removal of polyp
57	Removal of urethral Stone
58	Excision of urethral prolapse
59	Mega-ureter reconstruction
60	Ureter endoscopy and treatment
61	Vesico ureteric reflux correction
62	Surgery for pelvi ureteric junction obstruction
63	injury prepuce- circumcision
64	Frenular tear repair



Group Mediclaim Policy



Annexure 1

List of Day Care Surgeries	
65	Repair of penile torsion
66	Drainage of prostate abscess
67	Orchiectomy
68	VP shunt
69	Pancreatic pseudocyst EUS & drainage
70	EUS + aspiration pancreatic cyst
71	EUS and pancreatic pseudo cyst drainage
72	ERCP and sphincterotomy
73	Esophageal stent placement
74	ERCP + placement of biliary stents
75	Sigmoidoscopy w / stent
76	Incision of a pilonidal sinus / abscess
77	Incision and drainage of Abscess
78	Maximal anal dilatation
79	Piles
80	A)Injection Sclerotherapy



Group Mediclaim Policy

Annexure 1

9List of Day Care Surgeries

81	B)Piles banding
82	Fissure in Ano- fissurectomy
83	Fibroadenoma breast excision
84	ERCP - pancreatic duct stone removal
85	Perianal abscess I&D
86	Fissure in anosphincterotomy
87	Breast abscess I& D
88	ERCP - Bile duct stone removal
89	Splenic abscesses Laparoscopic Drainage
90	Lord's plication
91	Surgical treatment of varicocele
92	Epididymectomy
93	Circumcision for Trauma
94	Meatoplasty
95	Intersphincteric abscess incision and drainage
96	Psoas Abscess Incision and Drainage



Group Mediclaim Policy

Annexure 1

9List of Day Care Surgeries	
97	Thyroid abscess Incision and Drainage
98	Microdochectomy breast
99	Surgery for fracture Penis
100	Arthroscopic Repair of ACL tear knee
101	Closed reduction of minor Fractures
102	Arthroscopic repair of PCL tear knee
103	Arthroscopic Meniscectomy - Knee
104	Treatment of clavicle dislocation
105	Arthroscopic meniscus repair
106	Abscess knee joint drainage
107	Carpal tunnel release
108	Closed reduction of minor dislocation
109	Repair of knee cap tendon
110	ORIF with K wire fixation- small bones
111	ORIF with plating- Small long bones
112	Implant removal minor



Group Mediclaim Policy



Annexure 1

9List of Day Care Surgeries

113	K wire removal
114	POP application
115	Closed reduction and external fixation
116	Shoulder arthroscopy / surgery
117	Repair / graft of foot tendon
118	Revision / Removal of Knee cap
119	Amputation follow-up surgery
120	Repair / graft achilles tendon
121	Treatment of shoulder dislocation
122	Fixation of knee joint
123	Removal of knee cap bursa
124	Treatment of fracture of ulna
125	Treatment of scapula fracture
126	Removal of tumor of arm / elbow under RA / GA
127	Repair of ruptured tendon
128	Repair of knee joint



Group Mediclaim Policy



Annexure 1

9List of Day Care Surgeries

129	Removal of vesical stone
130	Excision Sigmoid Polyp
131	High Orchidectomy for testis tumours
132	Rectal prolapse (Delorme's procedure)
133	Orchidopexy for undescended testis
134	lap.Abdominal exploration in cryptorchidism
135	Excision of fistula-in-ano
136	Hysteroscopic removal of myoma
137	D&C
138	Hysteroscopic resection of fibroid
139	Hysteroscopic resection of endometrial polyp
140	Laparoscopic paraovarian cyst excision
141	Bartholin Cyst excision
142	Laparoscopic cystectomy
143	vaginal wall cyst excision
144	Vulval cyst Excision



Group Mediclaim Policy



Annexure 1

9List of Day Care Surgeries	
145	TURBT
146	Ureterocoele repair - congenital internal

Group Mediclaim Policy

Annexure 2

ANNEXURE IV
List of Expenses Generally Excluded ('Non-admissible Expenses') in Hospitalisation Policy
GUIDELINES ON STANDARDISATION IN HEALTH INSURANCE - IRDA CIRCULAR NO IRDA/HLT/CIR/036/02/2013 DATED 20.02.2013

S. No.	Items	Suggestions
A	Toiletries/ Cosmetics/ Personal Comfort or Convenience Items	
1	Hair Removing Cream	Not Payable
2	Baby Charges (unless specified/indicated)	Not Payable
3	Baby Food	Not Payable
4	Baby Utilities Charges	Not Payable
5	Baby Set	Not Payable
6	Baby Bottles	Not Payable
7	Brush	Not Payable
8	Cosy Towel	Not Payable
9	Hand Wash	Not Payable
10	Moisturiser Paste Brush	Not Payable
11	Powder	Not Payable
12	Razor	Payable
13	Shoe Cover	Not Payable
14	Beauty Services	Not Payable
15	Belts/ Braces	Essential and Should be Paid at least Specifically for Cases who have undergone surgery of Thoracic or Lumbar Spine.
16	Buds	Not Payable
17	Barber Charges	Not Payable
18	Caps	Not Payable
19	Cold Pack/Hot Pack	Not Payable
20	Carry Bags	Not Payable
21	Cradle Charges	Not Payable
22	Comb	Not Payable
23	Disposable Razor Charges (For Site Preparations)	Payable
24	Eau-De-Cologne / Room Freshners	Not Payable
25	Eye Pad	Not Payable
26	Eye Shield	Not Payable
27	Email / Internet Charges	Not Payable
28	Food Charges (other than Patient's Diet Provided by Hospital)	Not Payable
29	Foot Cover	Not Payable
30	Gown	Not Payable
31	Leggings	Essential in Bariatric and Varicose Vein Surgery and may be considered for at least these conditions where Surgery itself is Payable.
32	Laundry Charges	Not Payable

33	Mineral Water	Not Payable
34	Oil Charges	Not Payable
35	Sanitary Pad	Not Payable
36	Slippers	Not Payable
37	Telephone Charges	Not Payable
38	Tissue Paper	Not Payable
39	Tooth Paste	Not Payable
40	Tooth Brush	Not Payable
41	Guest Services	Not Payable
42	Bed Pan	Not Payable
43	Bed Under Pad Charges	Not Payable
44	Camera Cover	Not Payable
45	Cliniplast	Not Payable
46	Crepe Bandage	Not Payable/ Payable by the Patient
47	Curapore	Not Payable
48	Diaper Of Any Type	Not Payable
49	DVD, CD Charges	Not Payable (However if CD is specifically sought by Insurer/TPA then Payable)
50	Eyelet Collar	Not Payable
51	Face Mask	Not Payable
52	Flexi Mask	Not Payable
53	Gauze Soft	Not Payable
54	Gauze	Not Payable
55	Hand Holder	Not Payable
56	Hansaplast/ Adhesive Bandages	Not Payable
57	Infant Food	Not Payable
58	Slings	Reasonable costs for one sling in case of Upper Arm Fractures may be considered
B	Items Specifically Excluded in Policies	
59	Weight Control Programs/ Supplies/ Services	Exclusion in Policy unless otherwise specified
60	Cost Of Spectacles/ Contact Lenses/ Hearing Aids Etc.,	Exclusion in Policy unless otherwise specified
61	Dental Treatment Expenses that do not require Hospitalisation	Exclusion in Policy unless otherwise specified
62	Hormone Replacement Therapy	Exclusion in Policy unless otherwise specified
63	Home Visit Charges	Exclusion in Policy unless otherwise specified
64	Infertility/ Subfertility/ Assisted Conception Procedure	Exclusion in Policy unless otherwise specified
65	Obesity (including Morbid Obesity) Treatment if Excluded in Policy	Exclusion in Policy unless otherwise specified
66	Psychiatric & Psychosomatic Disorders	Exclusion in Policy unless otherwise specified
67	Corrective Surgery for Refractive Error	Exclusion in Policy unless otherwise specified
68	Treatment of Sexually Transmitted Diseases	Exclusion in Policy unless otherwise specified
69	Donor Screening Charges	Exclusion in Policy unless otherwise specified
70	Admission/Registration Charges	Exclusion in Policy unless otherwise specified



Group Mediclaim Policy

Annexure 2

71 Hospitalisation for Evaluation/ Diagnostic Purpose	Exclusion in Policy unless otherwise specified
72 Expenses for Investigation/ Treatment irrelevant to the Disease for which admitted or diagnosed	Exclusion in Policy not payable unless otherwise specified
73 Any Expenses when the Patient is diagnosed with Retro Virus + or suffering from /HIV/ Aids etc is detected/ directly or indirectly	Not Payable as per HIV/ AIDS Exclusion
74 Stem Cell Implantation/ Surgery & Storage	Not Payable except Bone Marrow Transplantation where covered by Policy
C Items Which form Part of Hospital Services where Separate Consumables are not Payable but the Service is	
75 Ward and Theatre Booking Charges	Payable Under OT Charges, Not Payable Separately
76 Arthroscopy & Endoscopy Instruments	Rental Charged By The Hospital Payable. Purchase of Instruments Not Payable.
77 Microscope Cover	Payable Under OT Charges, Not Payable Separately
78 Surgical Blades, Harmonic Scalpel, Shaver	Payable Under OT Charges, Not Payable Separately
79 Surgical Drill	Payable Under OT Charges, Not Payable Separately
80 Eye Kit	Payable Under OT Charges, Not Payable Separately
81 Eye Drape	Payable Under OT Charges, Not Payable Separately
82 X-Ray Film	Payable Under Radiology Charges, Not as Consumable
83 Sputum Cup	Payable Under Investigation Charges, Not as Consumable
84 Boyles Apparatus Charges	Part Of OT Charges, Not Separately
85 Blood Grouping and Cross Matching of Donors Samples	Part Of Cost Of Blood, Not Payable
86 Antiseptic & Disinfectant Lotions	Not Payable-Part of Dressing Charges
87 Band Aids, Bandages, Sterile Injections, Needles, Syringes	Not Payable - Part of Dressing Charges
88 Cotton	Not Payable-Part of Dressing Charges
89 Cotton Bandage	Not Payable-Part of Dressing Charges
90 Micropore/ Surgical Tape	Not Payable-payable by the Patient when Prescribed, otherwise included as Dressing Charges
91 Blade	Not Payable
92 Apron	Not Payable - Part of Hospital Services/Disposable Linen to be Part of OT/ ICU Charges
93 Torniquet	Not Payable (service is charged by Hospitals, Consumables cannot be separately charged)
94 Orthobundle, Gynaec Bundle	Part of Dressing Charges
95 Urine Container	Not Payable
D Elements of Room Charge	
96 Luxury Tax	Policy Exclusion - Not Payable. If there is no Policy Exclusion, then Actual Tax Levied by Government is Payable - Part of Room Charge for Sub Limits
97 HVAC	Part of Room Charge Not Payable Separately
98 House Keeping Charges	Part of Room Charge Not Payable Separately
99 Service Charges where Nursing Charge also charged	Part of Room Charge Not Payable Separately
100 Television & Air Conditioner Charges	Payable Under Room Charges Not if separately levied
101 Surcharges	Part of Room Charge Not Payable Separately

102 Attendant Charges	Not Payable - Part of Room Charges
103 IM/ IV Injection Charges	Part of Nursing Charges, Not Payable
104 Clean Sheet	Part of Laundry/housekeeping Not Payable Separately
105 Extra Diet of Patient(other than that which forms part of Bed Charge)	Not Payable. Patient Diet Provided by Hospital is Payable
106 Blanket/Warmer Blanket	Not Payable- Part of Room Charges
E Administrative or Non-medical Charges	
107 Admission Kit	Not Payable
108 Birth Certificate	Not Payable
109 Blood Reservation Charges and Ante Natal Booking Charges	Not Payable
110 Certificate Charges	Not Payable
111 Courier Charges	Not Payable
112 Conveyance Charges	Not Payable
113 Diabetic Chart Charges	Not Payable
114 Documentation Charges / Administrative Expenses	Not Payable
115 Discharge Procedure Charges	Not Payable
116 Daily Chart Charges	Not Payable
117 Entrance Pass / Visitors Pass Charges	Not Payable
118 Expenses Related to Prescription on Discharge	To be Claimed by Patient under Post -Hospitalisation where admissible
119 File Opening Charges	Not Payable
120 Incidental Expenses / Misc. Charges (not Explained)	Not Payable
121 Medical Certificate	Not Payable
122 Maintenance Charges	Not Payable
123 Medical Records	Not Payable
124 Preparation Charges	Not Payable
125 Photocopies Charges	Not Payable
126 Patient Identification Band/ Name Tag	Not Payable
127 Washing Charges	Not Payable
128 Medicine Box	Not Payable
129 Mortuary Charges	Payable Upto 24 Hrs, Shifting Charges Not Payable
130 Medico Legal Case Charges (MLC Charges)	Not Payable
F External Durable Devices	
131 Walking Aids Charges	Not Payable
132 Bipap Machine	Not Payable
133 Commode	Not Payable
134 CPAP/ CPAD Equipments Device	Not Payable
135 Infusion Pump - Cost	Not Payable
136 Oxygen Cylinder (for Usage outside the Hospital)	Not Payable
137 Pulseoximeter Charges Device	Not Payable
138 Spacer	Not Payable



Group Mediclaim Policy

Annexure 2

139 Spirometre	Not Payable		168 Nebulisation	If used during Hospitalization is Payable Reasonably
140 SpO2 Probe	Not Payable		169 Novarapid	Payable When Prescribed
141 Nebulizer Kit	Not Payable		170 Volini Gel/ Analgesic Gel	Payable When Prescribed
142 Steam Inhaler	Not Payable		171 Zytée Gel	Payable When Prescribed
143 Armsling	Not Payable		172 Vaccination Charges	Routine Vaccination Not Payable / Post Bite Vaccination Payable
144 Thermometer	Not Payable (paid By Patient)		H Part of Hospital's own Costs and not Payable	
145 Cervical Collar	Not Payable		173 AHD	Not Payable - Part of Hospital's Internal Cost
146 Splint	Not Payable		174 Alcohol Swabes	Not Payable - Part of Hospital's Internal Cost
147 Diabetic Foot Wear	Not Payable		175 Scrub Solution/ Sterillium	Not Payable - Part of Hospital's Internal Cost
148 Knee Braces (Long/ Short/ Hinged)	Not Payable		I OTHERS	
149 Knee Immobilizer/Shoulder Immobilizer	Not Payable		176 Vaccine Charges for Baby	Not Payable
150 Lumbo Sacral Belt	Essential and should be paid at least specifically for cases who have undergone Surgery of Lumbar Spine		177 Aesthetic Treatment / Surgery	Not Payable
151 Nimbus Bed or Water or Air Bed Charges	Payable for any ICU Patient requiring more than 3 Days in ICU; All Patients with Paraplegia/ Quadriplegia for any reason and at Reasonable Cost of approximately Rs 200/Day		178 TPA Charges	Not Payable
152 Ambulance Collar	Not Payable		179 Visco Belt Charges	Not Payable
153 Ambulance Equipment	Not Payable		180 Any Kit with no details mentioned [Delivery Kit, Orthokit, Recovery Kit, Etc]	Not Payable
154 Microshield	Not Payable		181 Examination Gloves	Not Payable
155 Abdominal Binder	Essential and should be Paid at least in Post Surgery Patients of Major Abdominal Surgery Including TAH, LSCS, Incisional Hernia Repair, Exploratory Laparotomy for Intestinal Obstruction, Liver Transplant Etc.		182 Kidney Tray	Not Payable
G Items Payable If Supported By A Prescription			183 Mask	Not Payable
156 Betadine \ Hydrogen Peroxide\spirit\ Disinfectants Etc	May be Payable when prescribed for Patient, Not Payable for Hospital use in OT or Ward or for dressings ward or for dressings		184 Ounce Glass	Not Payable
157 Private Nurses Charges- Special Nursing Charges	Post Hospitalization Nursing Charges Not Payable		185 Outstation Consultant's/ Surgeon's Fees	Not Payable, Except For Telemedicine Consultations Where Covered by Policy
158 Nutrition Planning Charges - Dietician Charges- Diet Charges	Patient Diet provided by Hospital is Payable		186 Oxygen Mask	Not Payable
159 Sugar Free Tablets	Payable -Sugar Free variants of admissible medicines are not Excluded		187 Paper Gloves	Not Payable
160 Cream Powder Lotion (Toiletries are Not Payable, only Prescribed Medical Pharmaceuticals Payable)	Payable when Prescribed		188 Pelvic Traction Belt	Should be Payable in case of PIVD requiring traction as this is generally not reused
161 Digene Gel	Payable when Prescribed		189 Referral Doctor's Fees	Not Payable
162 ECG Electrodes	Upto 5 Electrodes are Required for every case visiting OT or ICU. For longer stay in ICU, may Require a Change and at least one set every second day must be Payable.		190 Accu Check (Glucometry/ Strips)	Not Payable. Pre-Hospitalisation or Post-Hospitalisation / Reports and Charts Required/ Device Not Payable
163 Gloves	Sterilized Gloves Payable / Unsterilized Gloves not payable		191 Pan Can	Not Payable
164 HIV Kit	Payable - Pre-Operative Screening		192 Sofnet	Not Payable
165 Listerine/ Antiseptic Mouthwash	Payable When Prescribed		193 Trolley Cover	Not Payable
166 Lozenges	Payable When Prescribed		194 Urometer, Urine Jug	Not Payable
167 Mouth Paint	Payable When Prescribed		195 Ambulance	Payable - Ambulance from home to Hospital or inter-hospital shifts is Payable/ RTA - As Specific Requirement for critical injury is Payable)
			196 Tegaderm / Vasofix Safety	Payable - Maximum of 3 in 48 Hrs and then 1 in 24 Hrs
			197 Urine Bag	Payable where medically necessary till a reasonable cost - Maximum 1 Per 24 Hrs
			198 Softovac	Not Payable
			199 Stockings	Essential for case like CABG etc. Where it should be paid.





Group Mediclaim Policy



Annexure 3

MEDI ASSIST		REIMBURSEMENT CLAIM FORM		
		TO BE FILLED BY THE INSURED		
		The issue of this Form is not to be taken as an admission of liability		
		(To be Filled in block letters)		
DETAILS OF PRIMARY INSURED:				
<input type="checkbox"/> Policy No. _____ <input type="checkbox"/> Company / P.A.D (Name) _____ <input type="checkbox"/> Name: _____ <input type="checkbox"/> Address: _____ City: _____ State: _____ Zip Code: _____ Phone No.: _____		<input type="checkbox"/> Yes _____ <input type="checkbox"/> No _____ Certificate no. _____ <input type="checkbox"/> Date of commencement of Insurance about _____ Year _____		
DETAILS OF INSURANCE HISTORY:				
<input type="checkbox"/> Currently insured by other Medicare / Health insurance _____ Yes _____ No _____ Date of commencement of Insurance about _____ Year _____		<input type="checkbox"/> Policy No. _____		
<input type="checkbox"/> If yes, company name: _____		<input type="checkbox"/> Have you been hospitalized in the last four years since inception of the contract? _____ Yes _____ No _____ Date _____		
<input type="checkbox"/> Same (P.S.) _____		<input type="checkbox"/> Previously covered by other Medicare / Health insurance: _____ Yes _____ No _____		
DETAILS OF INSURED PERSON/HOSPITALIZED:				
<input type="checkbox"/> Name: _____ Sex: _____ Male _____ Female _____ Age Group: _____ Month: _____ Date of Birth: _____		<input type="checkbox"/> Relationship: _____ Spouse _____ Child _____ Father _____ Mother _____ Other _____ (Please Specify) _____		
<input type="checkbox"/> Gender: _____ Male _____ Female _____		<input type="checkbox"/> Occupation: _____ Service _____ Self-employed _____ Home Worker _____ Student _____ Retired _____ Other _____ (Please Specify) _____		
<input type="checkbox"/> Address (if different from above): _____ City: _____ State: _____ Zip Code: _____ Phone No.: _____ Email ID: _____				
DETAILS OF HOSPITALIZATION:				
<input type="checkbox"/> Name of Hospital where Admitted: _____		<input type="checkbox"/> Room Category occupied: _____ Day care _____ Single occupancy _____ Two share _____ 3 or more beds per room _____		
<input type="checkbox"/> Hospitalization due to: _____ Injury _____ Illness _____ Death _____		<input type="checkbox"/> Date of Discharge: _____ Date Disease first detected: _____ Date of Death: _____		
<input type="checkbox"/> Date of Admission: _____		<input type="checkbox"/> Date of Discharge: _____		
<input type="checkbox"/> If injury / illness cause: _____ Fall / Fracture _____ Accident _____ Substance Abuse _____ Alcohol Consumption _____		<input type="checkbox"/> If Non-legal _____ Yes _____ No _____		
<input type="checkbox"/> Reported to Police _____		<input type="checkbox"/> If Non-medical _____ Yes _____ No _____		
DETAILS OF CLAIM:				
<input type="checkbox"/> Date of the treatment expenses started: _____		<input type="checkbox"/> Classifications treatment: _____ Check List <input type="checkbox"/> Item item claim date _____		
<input type="checkbox"/> First consultation expenses: Rx _____		<input type="checkbox"/> Non-surgical expenses Rx _____		
<input type="checkbox"/> Hospitalization expenses: Rx _____		<input type="checkbox"/> Hospital Check up Rx _____		
<input type="checkbox"/> Ambulance charges: Rx _____		<input type="checkbox"/> Hospital Treatment Rx _____		
Total:		Classifications treatment: _____ Check List Item item claim date _____		
<input type="checkbox"/> If hospitalization treated: _____ days _____		<input type="checkbox"/> If non-medical treatment: _____ days _____		
<input type="checkbox"/> Is claim for Community Hospitalization: _____ Yes _____ No _____ (If yes, provide details in annexure)				
<input type="checkbox"/> Details of lump sum cash bond claimed: _____				
<input type="checkbox"/> Hospital Date: _____ Rx _____				
<input type="checkbox"/> Critical Care cost: _____ Rx _____				
<input type="checkbox"/> Free/Per Reimbursement Lump sum benefit: Rx _____				
DETAILS OF BILLS ENCLOSED:				
Sl. No.	Bill No.	Date	Issued by	
1.	_____	_____	_____ Hospital name & address _____	
2.	_____	_____	_____ Non-Hospitalization Bills: _____	
3.	_____	_____	_____ Prescription Bills: _____	
4.	_____	_____	_____ Pharmacy Bills: _____	
5.	_____	_____	_____ _____ <td></td>	
6.	_____	_____	_____ _____ <td></td>	
7.	_____	_____	_____ _____ <td></td>	
8.	_____	_____	_____ _____ <td></td>	
9.	_____	_____	_____ _____ <td></td>	
10.	_____	_____	_____ _____ <td></td>	
DETAILS OF PRIMARY INSURED'S BANK ACCOUNT:				
<input type="checkbox"/> SBI _____		<input type="checkbox"/> Account Number: _____		
<input type="checkbox"/> Bank Name of Branch: _____				
<input type="checkbox"/> Cheque No.: _____ Date _____				
DECLARATION BY THE INSURED:				
<p>I hereby declare that the information furnished in the claim form is true to the best of my knowledge and belief. If I have made any false or untrue statement, suppression or concealment of any material fact or if I have concealed any material fact, I shall be liable to prosecution under the relevant laws. I also declare that I have not given any forged or forged documents to my Agent or any other medical practitioner or to my Hospital / Medical Practitioner or to the authorized agent of the hospital when I claim a medical benefit. I hereby declare that all items included in the bill(s) except for the purpose of this claim, that I shall not be making any further claim against the proposed re-insurance company, if any.</p>				
<input type="checkbox"/> Date _____		<input type="checkbox"/> Signature of the Insured _____		

GUIDANCE FOR FILLING CLAIM FORM - PART A (To be filled in by the insured)		
DATA ELEMENT	DESCRIPTION	FORMAT
SECTION A - DETAILS OF PRIMARY INSURED		
a) Policy No.	Enter the policy number	As allotted by the Insurance Company
b) SI / NRIC Certificate No.	Enter the social insurance number or the certificate number of social health insurance scheme	As allotted by the organization
c) Company TPA ID No.	Enter the TPA ID No.	Unique identifier as allotted by IRDA and printed in TPA documents
d) Name	Enter the full name of the policyholder	Surname, First name, Middle name
e) Address	Enter the full postal address	Include Street, City and Pin code
SECTION B - DETAILS OF INSURANCE HISTORY		
a) Currently covered by any other Mediclaim / Health Insurance?	Indicate whether currently covered by another Mediclaim / Health Insurance?	Tick Yes or No
b) Date of commencement of first Insurance without break	Enter the date of commencement of first insurance	Use dd-mm-yy format
c) Company Name	Enter the full name of the Insurance Company	Name of the organization in full
Policy No.	Enter the policy number	As allotted by the Insurance Company
Sum insured	Enter the total sum insured as per the policy	In rupees
d) Have you been Hospitalized in the last four years since acquisition of the contract?	Indicate whether hospitalized in the last four years	Tick Yes or No
Date	Enter the date of Hospitalization	Use mm-yy format
Diagnosis	Enter the diagnosis details	Open Text
e) Previously covered by any other Mediclaim / Health Insurance?	Indicate whether previously covered by another mediclaim / Health Insurance	Tick Yes or No
f) Company Name	Enter the full name of the Insurance Company	Name of the organization in full
SECTION C - DETAILS OF INSURED PERSON HOSPITALIZED		
a) Name	Enter the full name of the patient	Surname, First name, Middle name
b) Gender	Indicate Gender of the patient	Tick Male or Female
c) Age	Enter age of the patient	Number of years and months
d) Date of Birth	Enter Date of Birth of patient	Use dd-mm-yy format
e) Relationship to primary Insured	Indicate relationship of patient with policyholder	Tick the right option, if others, please specify
f) Occupation	Indicate occupation of patient	Tick the right option, if others, please specify
g) Address	Enter the full postal address	Include Street, City and Pin code
h) Phone No	Enter the phone number of patient	Include STD code with telephone number
i) E-mail ID	Enter e-mail address of patient	Complete e-mail address
SECTION D - DETAILS OF HOSPITALIZATION		
a) Name of Hospital where admitted	Enter the name of hospital	Name of hospital in full
b) Room category occupied	Indicate the room category occupied	Tick the right option
c) Hospitalization due to	Indicate reason of hospitalization	Tick the right option
d) Date of injury/Disease first detected / Date of Diagnosis	Enter the relevant date	Use dd-mm-yy format
e) Date of admission	Enter date of admission	Use dd-mm-yy format
f) Time	Enter time of admission	Use hh-mm-ss format
g) Date of discharge	Enter date of discharge	Use dd-mm-yy format
h) Time	Enter time of discharge	Use hh-mm-ss format
i) If injury give cause	Indicate cause of injury	Tick the right option
If Medico legal	Indicate whether injury is medico legal	Tick Yes or No
Reported to Police	Indicate whether police report was filed	Tick Yes or No
MLC Report & Police FIR attached	Indicate whether MLC report and Police FIR attached	Tick Yes or No
j) System of Medicine	Enter the system of medicine treating the patient	Open Text
SECTION E - DETAILS OF CLAIM		
a) Details of Treatment Expenses	Enter the amount claimed as treatment expenses	In rupees (Do not enter pause values)
b) Claim for Domiciliary Hospitalization	Indicate whether claim is for domiciliary hospitalization	Tick Yes or No
c) Details of Lump sum/ Cash benefit claimed	Enter the amount claimed as lump sum / cash benefit	In rupees (Do not enter pause values)
d) Claim documents Submitted/Check List	Indicate which supporting documents are submitted	Tick the right option
SECTION F - DETAILS OF BILLS ENCLOSED		
Indicate which bills are enclosed with the amount in rupees		
SECTION G - DETAILS OF PRIMARY INSURED'S BANK ACCOUNT		
a) PAN	Enter the permanent account number	As allotted by the Income Tax Department
b) Account Number	Enter the Bank account number	As allotted by the Bank
c) Bank Name and Branch	Enter the Bank name along with the branch	Name of the Bank in full
c) Cheque/DD payable details	Enter the name of the beneficiary/cheque / DD should be made payable to	Name of the individual / organization in full
d) IFSC Code	Enter the IFSC code of the Bank branch	IFSC code of the Bank branch in full
SECTION H - DECLARATION BY THE INSURED		
Read declaration carefully and mention date (in dd-mm-yy format), place (open text) and sign		



Gender Transition Policy

Revised Date: 1st September, 2022

Responsible Party: **Corporate HR**



Gender Transition Policy



Objective

The objective of the policy is to support employees who identify themselves as transgender, on their journey of transition to a gender they associate with. The policy covers the aspects of medical coverage for gender reassignment surgery.



Eligibility & Insured Sum

The policy is applicable to employee only. The insured amount is subject to maximum of Rs. 3 lacs within the base policy family floater sum insured of Rs. 3 lacs.

Gender Transition Policy



Gender Transition Process

The employee can initiate the transition process by intimating the change in gender identity to their BHR. The BHR along with TMOD will support the transitioning employee and their immediate line manager / team with structured transition journey for the employee.

The transition plan will cover:

- Leave / Flexibility needed as per the company's leave policy
- How the transition will be communicated to the line manager and immediate team
- Application for change in name and gender identity in Govt IDs.

We believe in creating a psychologically safe and inclusive work environment for all employees. To ensure that the employee feels safe and included, sensitization session will be conducted for the transitioning employee's manager & team to help them understand about Transgender persons, the transition process, how it impacts the individual and how as a team they can help the employee feel included at work.



Maternity Counselling Care Nine Program

MATERNITY

Revised Date: 1st September, 2022

Responsible Party : Corporate HR



Maternity Counselling Care Nine Program



Maternity Counselling Care Nine Program

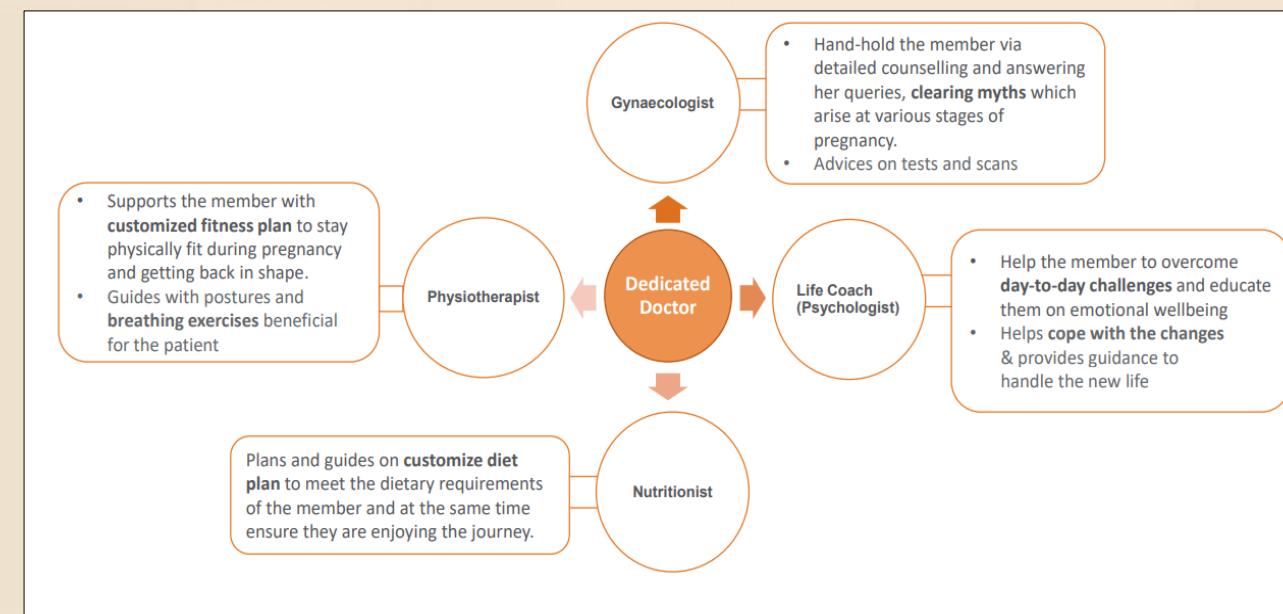
The program supports parents to be to have a healthy pregnancy journey during ante-natal and post-natal phase.

Maternity Counselling Care Nine Program



What is offered in the program?

Personalized support to Mother-to-be during the entire journey of pregnancy and post – partum period by from expert panel of Gynaecologists, Psychologists, Physiotherapists and Nutritionists. The program is designed to take care of emotional and physical wellness of the mother-to be.



Maternity Counselling Care Nine Program



Who can enroll for Program?

The program can be availed by female employee who is mother to be and partner of employee who is mother to be. The mother to be should enrol for the program preferably in the 1st or 2nd trimester to get maximum benefit from the program.

Maternity Counselling Care Nine Program



How to enrol?

- Link to enrol (www.carenine.in)
- Fill the details in enrolment form
- The coupon code 'CNAP' to be entered in the field Coupon code
- If the employee is mother to be, select option under Gender field of "mother to be" and Details of Mother to be entered (name, Date of birth, mobile number)
- If the employee is father to be enrolling for his spouse / partner, then the under the Gender field "Father to be" is to be selected

For any clarifications or support required to enrol for the program, kindly reach out to parul.kudawla@asianpaints.com / revathi.pillai@asianpaints.com.

A background image showing a white computer keyboard, a stethoscope, a pair of glasses, and some medical capsules and vials on a red surface.

IVF Treatment Expense Reimbursement



Revised Date: 1st September, 2022

Responsible Party: **Corporate HR**

IVF Treatment Expense Reimbursement



Who is eligible?

The IVF treatment expenses can be claimed for self or on behalf of spouse / partner.

IVF Treatment Expense Reimbursement



What is the amount limit?

IVF treatment expense reimbursement will be reimbursed up-to a limit of Rs. 1 lac. This is outside the scope of Group Mediclaim policy and will be paid on a reimbursement basis. The expense for IVF treatment can be claimed up to max. of 2 times during the entire tenure of the employee. The reimbursement amount will be grossed-up for applicable tax.

IVF Treatment Expense Reimbursement



What is the reimbursement process?

- The employee has to apply the claim on process portal
- Follow the path here to apply the claim : Process portal > Initiate employee reimbursement > Office OCR > IVF Treatment

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**Asian Paints
Limited –
Code Of Conduct
For Employees**

**CODE
OF
CONDUCT**



Asian Paints Limited

Our Code Of Conduct



Message from Amit Syngle

We at Asian Paints exist to bring joy to people's lives. We exist to beautify, preserve and transform all spaces and objects. We make anything and everything beautiful and lasting. Our ambition is to deliver on our promises and to be the best!

We strive to be a reliable partner to all our stakeholders especially our business partners and our customers. We take pride in what we do and live by our values of Standing for each other's success, Creative zeal, Scientific rigor, Audacity, Integrity and Customer passion.

Our Code of Conduct not only lays out our responsibilities within Asian Paints but also extends to those stakeholders with whom we do business. It serves as a guide for decision-making and helps us make choices when faced with challenging situations. It gives us the confidence to make the right decision. This Code of Conduct like our Charter, is where our strength as an organization lies. I encourage you to read and imbibe the essence of our Code of Conduct in everything you do – to discuss it with colleagues, ask questions if in doubt and live by it every day.

Thank you,
Amit Syngle
Managing Director & CEO

Asian Paints Limited

Our Code Of Conduct



Our Core Purpose

We exist to beautify, preserve and transform all spaces and objects, bringing happiness to the world.



Our Values

Standing for each other's success: Always being selfless, ensuring success of all groups and individuals, like we would for ourselves.

Creative Zeal: Passionately striving to cause disruption by a constant search for innovative, out of the box and differentiated solutions while executing with velocity and attention to detail.

Scientific Rigour: Adopting a data-analysis driven approach to decision-making and continuous experimentation towards building world-class practices and products.

Audacity: Fearless in challenging the usual way of doing things, stretching for bold goals as a way of life.

Integrity: We honor our word, always.

Customer Passion: Treating our customers the way we would want to be treated. Customer First!

Asian Paints Limited

Our Code Of Conduct



Understanding our Code of Conduct

What is the Code of Conduct?

The Code of Conduct is a central policy document, outlining the requirements that every single person working for and with Asian Paints must comply with, regardless of location or nature of operations. It explains our values and tells us what we can and cannot do.

To whom does the Code of Conduct apply?

The Code of Conduct was first adopted by the Board of Directors of Asian Paints in July, 2013 and has been updated from time to time. It applies to everyone working for or on behalf of Asian Paints. We are individually and collectively responsible for adhering to the Code of Conduct as also all our policies, guidelines, and local laws. We expect everyone who represents Asian Paints to uphold the same standards and to abide by our Code and policies.

What is expected of me?

Each one of us is expected to read and understand the Code. Some parts may be easier to understand because they relate to you and your role. Reach out to your Manager for parts that appear hard to understand. If you are a Manager, serve as a role model and help your team understand the Code and various Company policies. You can also reach out to your Business HR for any guidance on the Code of Conduct.

Asian Paints Limited

Our Code Of Conduct



Understanding our Code of Conduct

What happens in case of a violation?

When an employee fails to follow the Code of Conduct or applicable laws or ignores someone else's failure to do so or pressures someone else to violate the Code, a violation has occurred. This could harm Asian Paints reputation and, in some cases, also invite criminal prosecution.

Failure to follow the Code of Conduct or other Company policies, guidelines or local laws could result in disciplinary action such as suspension without pay, loss of merit increase or annual incentive, or in severe cases even termination of employment. Violations that are outside the realm of the Code of Conduct e.g., performance related will governed by those policies.

If you believe our Code is being violated or will be violated, you should talk to your Manager or the Chief Human Resources Officer of Asian Paints. You can also blow the whistle under the Asian Paints Whistle Blower Policy <https://www.asianpaints.com/more/investors/investors-landing-page.html?q=corporate-governance-policies>. We assure you of confidentiality and non-retaliation for all reports made in good faith.

Asian Paints Limited

Our Code Of Conduct



Understanding our Code of Conduct

Acknowledging / acceptance of the Code

Employees must sign the acknowledgement form at the end of this Code and send it to the Head of Human Resources indicating that they have received, read, understood, and agree to comply with the Code. As per Securities Exchange Board of India (Listing of Obligations and Disclosure) Regulations, all directors and senior management personnel are required to affirm compliance with the Code on an annual basis.

Asian Paints Limited

Our Code Of Conduct



Our Guiding Principles

Honest, fair and ethical: We are committed to conducting all Company business and dealings in an honest, fair and ethical manner. This includes complying with the law of the land in letter and spirit or honoring commitments in any agreements with stakeholders . We shall ensure that our relationships with all our stakeholders including but not limited to business partners, customers and employees are fair, positive and productive, and always based on mutual trust and respect.

Equality and non-discrimination: We treat people fairly, with dignity and respect. We do not discriminate on grounds of race, caste, religion, color, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin, disability or any other reason.

We provide an environment that is conducive for employees to develop professionally and promote a culture where selection and promotion are based on merit, competence, potential and performance demonstrated on the job. We are committed to attract the most appropriate talent and remunerate them in line with industry standards. We respect the dignity of the individual and the right of the employee to freedom of association and collective bargaining.

Asian Paints Limited

Our Code Of Conduct



Our guiding principles

Respect for Human Rights, Dignity and Privacy: We strive to respect and promote human rights by upholding the Universal Declaration on Human Rights of the United Nations in our relationships with our employees, suppliers and business partners. We expect our employees, business partners and suppliers to avoid causing or contributing to human rights infringements through their business actions, including encouraging or permitting child labor. We respect the employees' right to privacy within the ambit of law. We are not concerned with employee conduct outside the work environment, unless such conduct impairs work performance or creates a conflict of interest or adversely affects Company reputation or business interests.

Fostering Competition: We support fair competition and the promotion of liberalization of trade and investment in the countries where we operate. We compete vigorously yet fairly and in full compliance with anti-trust / competition laws. We build brand loyalty by delivering quality products and by providing superior services, tailored to the needs of our customers. We do not engage in activities that constitute restrictive practices, abuse of market dominance, collusion with competitors or any unfair trade activities to secure undue advantage.

Anti-Bribery: We have zero tolerance towards giving or offering to give, directly or through a third party, undue incentive ("bribery") to a public servant or any business partner intending to obtain or retain business or an advantage in the course of our business.

Asian Paints Limited

Our Code Of Conduct



Our guiding principles

Sustainable and Safe Operations: We strive to minimize the impact of our operations on the environment and are committed to conducting our business in a sustainable manner. We are committed to providing a safe and healthy environment to all people working in facilities owned or operated by us and in supplying world-class products and services that meet all applicable safety standards and disclosures.

Contribution to the Community: We have a strong sense of social responsibility and are committed to imparting vocational skills and enhance livelihoods of people in the unorganized sector; manage our operations using principles of sustainable development to minimize resource footprint and protect health & safety of all our stakeholders.

Not aligned to any Political Party: We act in accordance with the law of the land wherever we have a presence. We do not support or reject, directly or indirectly, through our actions, any candidate's/party's suitability for any office or political cause. We do not make contributions to political campaigns or political parties using Company funds or assets without prior approval of the Board of Directors.

Asian Paints Limited

Our Code Of Conduct



Our Code of Conduct for employees

Our Code of Conduct elaborates on the values and principles outlined above and spells out expectations in relation to specific situations.

Company and Legal Regulations: We expect every employee to know, understand and comply with our policies as also with the legal requirements as applicable to our operations and establishments. Wherever there is a conflict, the stricter of the two will apply. Any deviation will invite disciplinary action.

Company Assets: Employees should use the assets of Asian Paints only for the purpose for which these were provided and to conduct the business of Asian Paints. These include tangible assets such as equipment and machinery, laptops, systems, facilities, material, resources, and intangible assets such as patents, trademarks, proprietary information, relationships with customers, suppliers etc. Employees should also protect all Company assets from any damage, misuse, theft, or loss due to destruction, embezzlement, or fraud. Asian Paints reserves the right, subject to applicable laws, to track use of its assets by employees including monitoring emails, network logs, data stored / accessed on such assets.

Asian Paints Limited

Our Code Of Conduct



Our Code of Conduct for employees

Fraud: Employees are expected to work ethically and to refrain from any fraudulent activity that may harm the interests of Asian Paints. We have a zero-tolerance policy toward any act of fraud or any abetment to fraud by an employee. Employees are required to report any fraud or suspicion of fraud as soon as it comes to their notice. Failure to do so may be construed as connivance and could invite disciplinary action. Employees found guilty of fraud are liable for disciplinary action including termination of services and other options as per law.

Confidential information: All non-public/confidential information is to be used for Company business only and employees will do their utmost to respect and protect all such knowledge. Protecting non-public information about Asian Paints helps maintain competitive advantage. Non-public / confidential information includes but is not limited to product architecture, formulations, trade secrets, price of raw material, source codes, launch of new products / services, customer / vendor lists, financial information, salary details, intellectual property protected by patents, trademarks, copyrights and similar.

Information obtained as part of one's job is not to be shared with anyone except on a strict 'need to know' or 'need to use' basis and in accordance with Company policies and law. If required to be shared with a third party for business reasons, such sharing will be under a non-disclosure agreement.

Asian Paints is equally committed to protect confidential information shared with it by third parties in the normal course of business.

Asian Paints Limited

Our Code Of Conduct



Our Code of Conduct for employees

Any employee who encounters such information will accord it the same sense of priority as non-public/confidential information of Asian Paints.

Data privacy is an integral part of the organization. All personal data will be safeguarded in accordance with prevailing Company policies and law.

Prohibition of Insider trading: Insider trading is unfair as it provides insiders with undue advantage over those to whom a fiduciary duty is owed and is not permitted by law. There is a separate 'Code of Conduct to regulate, monitor and report trading by Designated Persons' that applies to designated employees as per SEBI (Prevention of Insider Trading) Regulations. Designated Persons are prohibited

from dealing in the shares of Asian Paints Limited when in possession of unpublished price sensitive information or when the trading window is closed.

Records management: Asian Paints is required to maintain certain records and follow specific guidelines as per local/foreign laws applicable to it. Asian Paints is committed to adhering to these laws as also to disclosing complete and accurate financial information in a timely manner as required by applicable accounting standards and laws.

Asian Paints Limited

Our Code Of Conduct



Our Code of Conduct for employees

Any failure to record transactions accurately or falsifying or creating misleading information or influencing others to do so, could constitute fraud and result in fines or penalties for employees. Every employee is responsible for ensuring the accuracy and storage of all relevant business and financial records. Please refer to our policy on preservation of documents for more information on this <https://www.asianpaints.com/more/investors/investors-landing-page.html?q=corporate-governance-policies>.

Conflict of Interest: A ‘conflict of interest’ may arise when an employee’s external activities or personal interests may differ from the interests of Asian Paints and is best avoided. Wherever there is a potential conflict of interest, the employee is expected to disclose this to the Chief Human Resources Officer as soon as it comes to their knowledge.

Outside Opportunities: Employees are required to devote their time and attention to the business interests of Asian Paints. They should not pursue any activity either directly or through their relatives which compete with or has the potential to compete with the current / future business of Asian Paints. Employees cannot exploit for their own personal gain or benefit, opportunities that are discovered using corporate property, information, or position. Employees should also not misuse intellectual property or data that comes into their possession by virtue of their employment or trade with such information for personal benefit. They should not pass on such information to friends or family members to indirectly compete with Asian Paints.

Asian Paints Limited

Our Code Of Conduct



Our Code of Conduct for employees

In case an employee identifies or intends to pursue such an opportunity, the employee should approach the Chief Human Resources Officer for a waiver, which if granted, allows them to go ahead. An employee may take up a Board or similar position, partnership, consultancy, agency etc. in any other entity / organisation only with prior written approval of the Managing Director & CEO of Asian Paints Limited. All such approvals are specific and do not constitute an endorsement. Any risks or costs associated with such activity carried outside of working hours will be incumbent on the employee.

Gifts/Favours: Exchanging gifts or favors between employees or their immediate relatives and external stakeholders that creates an impression of inappropriately influencing a business relationship is not desirable. This applies to all stakeholders be they suppliers, vendors, dealers, contractors, customers, competitors, or any third-party associate.

Exception is routine two-way exchange of courtesies extended during the ordinary course of business. These include business lunch / dinner, exchange of diaries and calendars, pens with company logo – anything that is of modest value.

Sexual Harassment: The Prevention of Sexual Harassment (POSH) policy

<https://www.asianpaints.com/more/investors/investors-landing-page.html?q=corporate-governance-policies> applies to all persons involved in the operations of Asian Paints and prohibits harassment of/by any employee or third-party including vendors and customers. Such harassment will not be tolerated, whether in the offices of Asian Paints or in third party premises, at Company off-site functions or business trips, or any place where the employee is representing Asian Paints.

Asian Paints Limited

Our Code Of Conduct



Our Code of Conduct for employees

Audit and investigation: An employee could be asked to participate in an audit or internal investigation conducted by Asian Paints or external agency during the course of employment. Employees are expected to cooperate and support such investigations.

An employee could also receive a request for documents or invitation to meet with regulators / lawyers in connection with a legal proceeding or routine law enforcement. In such a case, the employee should reach out to their manager and the Legal department for guidance.

Other Policies: Employees are expected to adhere to all other policies released by Asian Paints and amended from time to time.



Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace



Revised Date: 1st April, 2020

Responsible Party: Corporate HR

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Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace



Purpose

Employees have right to life and live with dignity under Article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment.



Applicability

This policy has come into effect from 18th June, 2013 and is applicable to all permanent employees, contract workers, probationers, temporary employees, trainees, apprentices of Asian Paints Ltd and any person visiting the Asian Paints Ltd, Asian Paints House, Vakola establishment in connection with any work.

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Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace



Responsibility

It shall be the duty and responsibility of the Business Unit Head to ensure prevention, prohibition and redressal of sexual harassment at the workplace; and also ensure adherence to the provisions under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

“Sexual harassment” includes any one or more of the following unwelcome acts, or behaviors (whether directly or by implication) namely:

- physical contact and advance; or
- a demand or request for sexual favors; or
- making sexually colored remarks; or
- showing pornography; or
- any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace



Responsibility

Sexual Harassment at Workplace:

- No woman shall be subjected to sexual harassment at the workplace
- The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:
 - implied or explicit promise of preferential treatment in her employment or implied or explicit threat of treatment in her employment detrimental or
 - implied or explicit threat about her present or future employment status or
 - interference with her work or creating an intimidating or offensive or hostile work environment for her or
 - Humiliating treatment likely to affect her health and safety

Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace



Internal Complaints Committee

In order to provide safe and congenial work environment and to protect employees from sexual harassment at workplace, Internal Complaints Committee has been constituted at various locations. The Presiding officer and every member of the Internal Complaints Committee shall hold office for a period of three years from the date of their nomination. This Internal Complaints Committee shall look into all complaints received. Details of the various committees are available on Huddle under "Consolidated Policies and Benefits" groups for Executive, Assistant Managers, Managers, Scientists, Specialists, Non-plant Executives and Plant Executives.

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Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace



Complaint of Sexual Harassment

Any aggrieved women may make, in writing, a complaint of sexual harassment at the workplace to the Internal Committee within a period of three months from the date of the incidence.

Provided further that the internal complaints committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the women from filing a complaint within the said period.

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Handling of Complaints by Internal Complaints Committee

- The internal complaint committee may before initiating an enquiry, at the request of the aggrieved women take steps to settle the matter between her and the respondent through conciliation. No monetary settlement shall be made as a basis of conciliation
- Where the settlement has been arrived at, the Internal Complaints Committee shall record the settlement so arrived and forward the same to the employer to take action as specified in the recommendation
- The copies of the settlement shall be given to the aggrieved women and the respondent and no further enquiry shall be conducted by the internal complaint committee
- Where the aggrieved women do not make request for settlement with the respondent or the respondent does not comply with any term or condition of settlement arrived or no settlement is arrived at between the aggrieved women and respondent, the Internal complaints committee shall proceed to make enquiry into the complaint in accordance to the service rules applicable to the respondent
- The principles of natural justice and fair play shall be adhered to in an enquiry if both parties are employees, and copy of the findings of the committee shall be provided to both the parties

Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace



Handling of Complaints by Internal Complaints Committee

- The Internal complaints committee is constituted as per the provisions under 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013', and shall have same powers as are vested in a Civil Court under the Code of Civil Procedure, 1908 in respect of the following matters during the course of inquiry, namely
 - Summoning or enforcing the attendance of any person and examining him on oath
 - Requiring the discovery and production of document; and
 - And any other matter which may be prescribed
- The enquiry shall be completed within a period of ninety days from the date of receipt of complaints by the Internal Complaints Committee
- During the pendency of the enquiry, on a written request made by the aggrieved women, Internal Complaints Committee may recommend to the employer to:

Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace



Handling of Complaints by Internal Complaints Committee

- Transfer the aggrieved women or the respondent to any other workplace; or
- Grant leave to the aggrieved women up to three months (the leave granted to the aggrieved women shall be in addition to the leave she would be otherwise entitled)
- Grant such other relief to the aggrieved woman which is prescribed.
- Recommendation by Internal complaints committee as per the above clauses shall be duly implement by the Business Unit Head and reported to the Internal Complaints Committee in writing
- On the completion of the enquiry, the Internal complaints committee shall provide report of its finding to the Business Unit Head within the period of ten days from the date completion of enquiry and such report shall be made available to the parties concerned
- Where the Internal complaints committee arrives at a conclusion that the allegation against the respondent has not been proved, it shall recommend to the Business Unit Head that no action is required to be taken in the matter

Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace



Handling of Complaints by Internal Complaints Committee

- Where the Internal Complaints Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the Business Unit Head to take action as per the clause 13 (3) of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- Where the Internal Complaints Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved women or any other person making the complaints has made the complaints knowing it to be false or the aggrieved women or any other person making the complaints has produced any forged or misleading document, it may recommend to the Business Unit Head to take action against the women or the person who has made the complaint. Mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant. Malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure as prescribed has been completed before any action is taken.
- Where the Internal Complaints Committee arrives at a conclusion that during the enquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the Business Unit Head to take action in accordance with the provisions of the service rules applicable to the witness.

Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace



Handling of Complaints by Internal Complaints Committee

- For the purposes of determining the sums to be paid to the aggrieved woman under the Clause 13(3)(ii) of the Act, the Internal Committee shall have regard to:
 - the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman,
 - the loss in the career opportunity due to the incident of sexual harassment,
 - medical expenses incurred by the victim for physical or psychiatric treatment,
 - income and financial status of the respondent, and
 - feasibility of such payment in lump sum or in installments.
- Any information related to the conciliation, inquiry, recommendations or action taken shall be kept confidential and not be published, communicated or made known to the public, press and media in any manner.

Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace



. Additional Responsibility of the Business Unit Head

- Provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- Display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting the Internal Committee
- Organize workshops and awareness programs at regular intervals for sensitizing the employees with the provisions of the Act and orientation programs for the members of the Internal Committee in the manner as may be prescribed;
- Provide necessary facilities to the Internal Complaints Committee dealing with the complaint and conducting an inquiry;
- Assist in securing the attendance of respondent and witnesses before the Internal Complaints Committee;
- Make available such information to the Internal Complaints Committee as it may require having regard to the complaint received from aggrieved woman;

Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace



Additional Responsibility of the Business Unit Head

- Provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force;
- Cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, if the aggrieved woman so desires;
- Treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;
- Monitor the timely submission of reports by the Internal Complaints Committee

The Internal Complaint Committee shall in each calendar year prepare an annual report in the prescribed form and submit the same to the Business Unit Head and District Officer (District Magistrate / Collector) within 15 days of the close of the calendar year.

Where the employer fails to constitute an internal committee or take action or contravenes or attempts to contravene or abets contravention of the provisions of the Act, he shall be punishable with fine which may extend up to fifty thousand rupees. For conviction of same offence again, twice the punishment imposed earlier will be the liability. In cases of higher punishment, revocation, cancellation of registration / license may be imposed.

Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace



Appropriate / Desired Conduct

- Keeping a respectful physical distance when speaking with a colleague
- Taking care to use respectful language when talking with co-workers and being mindful of one's body language
- A hands-off policy
- Having respect for surroundings and people around even when displaying a sense of humour
- Discourage conducting meetings in a Hotel Room, make use of common areas (quiet space in the lobby / 24-hour café / sitting area / lounge) for conducting the meeting. In case the same is unavoidable, a prior approval from the Function Head will be required
- Taking responsibility for corrective action as soon as one becomes aware of any incident of sexual harassment, even involving others. In case a colleague shares their concern(s) with you, do not trivialize the issue. Encourage the colleague to report the case to IC committee

Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace



Unacceptable Conduct

- An unwelcome physical contact
- Stalking
- Demeaning comments / remarks about physical attributes about women colleagues / customers / clients / vendors
- An employee is made uncomfortable by team members who regularly tell sexually explicit jokes
- An employee pinches and fondles a co-worker.
- Sending emails or messages to co-workers that contain sexually explicit language and jokes
- Non-verbal unwelcome behavior such as staring repeatedly, obscene gestures, sexually suggestive glances
- Abetting harassment of a colleague

Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace



Unacceptable Conduct

- A senior asking for sexual favours in return for better prospects, threat of withdrawal of benefits, threat to continuity of job of a subordinate
- Any unwelcome behavior 'under the influence of alcohol' cannot be treated as a justification for sexual advances / harassment

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Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace



Office Romance

The company does not encourage or discourage romantic relationships developing between two consenting employees. However, in case a relationship develops between two individuals who work in the same department or location and whether having a reporting relationship or not, it will be the responsibility of both the individuals to inform Chief Human Resources Officer immediately. The Chief Human Resources Officer may, upon examination of the facts, prescribe such steps as may think necessary, including change in reporting relationship and change in assignment, to ensure there are no conflict of interests or other undesirable consequences. In the event such relationship goes sour, associated with feelings, misgivings, loss or any kind of damage to the individual, any acts and consequences emanating from the same shall be the responsibility of concerned individuals.

Policy for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace



Extension of policy for Male employees

The Policy on Prevention of Sexual Harassment at workplace is being extended to male employees effective 1st October 2016. Accordingly, an aggrieved male employee may make, in writing, a complaint of sexual harassment at the workplace to the functional head or business HR within a period of three months from the date of the incidence. The Functional head would be responsible to constitute an appropriate committee for the investigation of the complaint. The committee would initiate an enquiry and submit a report on completion of the investigation. Based on the enquiry findings and the recommendations made by the committee, the management would take action in accordance with the provisions of the service rules.

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Group Whistle Blower Policy



Revised Date: 22nd July, 2013



Group Whistle Blower Policy



Introduction

The Company believes in conducting its business and working with all its stakeholders, including employees, customers, suppliers, shareholders and business associates in an ethical and lawful manner by adopting highest standards of professionalism, honesty, integrity and ethical behaviour. The Company prohibits any kind of discrimination, harassment, victimization or any other unfair practice being adopted against an employee and / or a business associate.

Clause 49 of the Listing Agreement, inter-alia, provides, a non-mandatory requirement, for all listed companies to establish a mechanism called “Whistle Blower Policy” for employees to report to the management instances of unethical behaviour, actual or suspected fraud or violation of the Company’s Code of Conduct or Ethics Policy.

The objective of this policy is to provide employees and Business Associates a framework and to establish a formal mechanism or process whereby concerns can be raised in line with the Company’s commitment to highest standards of ethical, moral and legal business conduct and its commitment to open communication. The objective is to further provide protection to the employees of the Company from unethical work practices and irregularities as well as prevent discrimination or retaliation against employees and business associates who report irregularities and also the methods to encourage employees and Business Associates to report evidence of fraudulent activities.

Group Whistle Blower Policy



Definitions

“Asian Paints Ethics Hotline” is a tool to enable employees report any instances of fraud, abuse or misconduct or malpractices at workplace.

“Compliance Officer” shall be the Compliance Officer and Company Secretary of Asian Paints Limited.

“Disciplinary Action” means any action that can be taken on the completion of during the investigation proceedings including but not limiting to a warning, imposition of fine, suspension from official duties or any such action as is deemed to be fit considering the gravity of the matter.

“Employee” means every employee of the Company (whether working in India or abroad) including employees seconded to the subsidiaries of the Company and / or any Joint Venture, ex-employees of the Company and of the subsidiaries or Joint Venture and people employed on contractual basis.

“Protected Disclosure” means a disclosure of certain information in the nature of concern raised by a written / oral communication made in good faith that evidences unethical or improper activity in relation to the Company.

“Business associates” also include vendors associated with the Company and who have dealt with the Company or have been associated with the Company successfully or unsuccessfully in the past.

“Whistle Blower” is someone who discloses a Protected Disclosure under this Policy.

Group Whistle Blower Policy



Definitions

“Ethics Committee” means a Committee comprising of the Managing Director and CEO, the Compliance Officer and the Chief Human Resources Officer for the purpose of receiving and investigating all complaints and Protected Disclosures under this policy.

Group Whistle Blower Policy



Scope of Policy

The Policy covers any concern with respect to unlawful or unethical or improper practice or act or activity that could have grave impact on the operations, performance of the business or reputation of the Company and may include, but is not limited to, any of the following:

- Abuse of authority by an employee or biased or favored approach or behavior
- Breach of contract with the company
- Negligence causing substantial and specific danger to public health and safety and the environment;
- Manipulation of company data / records
- Disclosure of confidential / proprietary information to unauthorized personnel;
- Financial irregularities, including fraud, or suspected fraud;
- Criminal activity or offence affecting operations or functioning of the Company;

Group Whistle Blower Policy



Scope of Policy

- Unauthorized disclosure of confidential / propriety / Price Sensitive information;
- Deliberate violation of law / regulation / legal obligation;
- Wastage / misappropriation of company funds / assets;
- Breach of Code of Conduct of the Company or the Policy for Prevention of Sexual Harassment or any other rule or policy as may be formulated by the Company from time to time; and
- Any other unethical, biased, favored or fraudulent activity

Group Whistle Blower Policy

Disqualification

The Company, as a policy, condemns any kind of discrimination, harassment, victimization or any other unfair practice being adopted against Whistle Blower who may be an employee and / or a Business Associate.

However, this policy should not be misused by the employees and the Business Associates to make frivolous or malicious or bogus disclosures to the Ethics Committee.

Whistle Blowers, who make any Protected Disclosures, which have been subsequently found to be frivolous or bogus and done intentionally with malafide intent, will be disqualified from reporting further Protected Disclosures under this Policy for such period as the Ethics Committee or Chairperson of the Audit Committee may impose and may be penalized or disciplinary action may be taken against them, in a manner which may be decided by the Ethics Committee or Chairperson of the Audit Committee.

Group Whistle Blower Policy



Procedure for making Protected Disclosure

Employees:

Employees can make Protected Disclosures to the Ethics Committee, on becoming aware of any wrongful conduct or activity as soon as possible through any of the channels mentioned in Point V (C) of this policy. Detailed FAQs (Frequently Asked Questions) regarding the Asian Paints Ethics Hotline are available on the intranet web-site of the Company. Employees may refer the same for using the Asian Paints Ethics Hotline for making Protected Disclosures.

Business Associates:

Business associates can make Protected Disclosures to the Ethics Committee, on becoming aware of any wrongful conduct or activity as soon as possible through any of the channels mentioned in Point V (C) of this policy.

Reporting Channels:

Following channels are available to whistleblower for making protected disclosure:

- In the form of a letter (handwritten or typed) written in English, Hindi or in the regional language of the place of employment of the Whistle Blower. It should be marked as private and confidential and sent to the below mentioned address:

Ethics Committee Asian Paints Limited, 6A, Shantinagar, Santacruz (East), Mumbai – 400 055

Group Whistle Blower Policy



Procedure for making Protected Disclosure

- Through toll free number or web reporting facility of Asian Paints Ethics Hotline. Details of Toll Free Number and web reporting are mentioned in FAQs and can alternatively be viewed on company's intranet website
- In the form of an email and shall be e-mailed at the following email id, which shall be accessed by the members of the Ethics Committee whistle.blower@asianpaints.com
- Protected Disclosures can also be reported orally to any of the members of the Ethics Committee. Oral reports will be subsequently documented by the Ethics Committee for onward investigation

Procedure:

- If a protected disclosure is received by any other employee of the Company other than the Ethics Committee, the same should be forwarded immediately to the Ethics Committee for further appropriate action. Such Employee should not disclose the identity of Whistle Blower and protected disclosure made to anyone other than Ethics Committee and appropriate care must be taken to keep the identity of the Whistle Blower confidential
- Protected Disclosures should preferably be reported in writing so as to ensure a clear understanding of the issues raised

Group Whistle Blower Policy



Procedure for making Protected Disclosure

- The Company encourages and strongly recommends that the Whistle Blower discloses its name in the Protected Disclosure
 - The Company encourages and strongly recommends that the Protected Disclosure contains necessary and relevant details of the fraud or misconduct or suspected fraud or misconduct or any other unfair practice including the name of the employees or any other person who have engaged or who may have engaged, in the opinion of the Whistle Blower, in the misconduct or fraud or any other unfair practice

In the following circumstances the Protected Disclosure can be made directly to the Chairperson of the Audit Committee of the Board of Directors of the Company.

- If the Whistle Blower is of the opinion or has a reasonable doubt that the members of the Ethics Committee or the Investigating Officer are part of the Protected Disclosure or
- In exceptional circumstances, where the matter is of grave nature,

Group Whistle Blower Policy



Procedure for making Protected Disclosure

The Disclosure can be made to the Chairperson of the Audit Committee of the Board of Directors at the following address:

Chairperson of the Audit Committee of the Board of Directors
Asian Paints Limited, 6A, Shantinagar, Santacruz (East), Mumbai – 400 055

Group Whistle Blower Policy



Investigation

- **For Protected Disclosures received by Ethics Committee**

Ethics Committee will make an initial enquiry of Protected Disclosure received by them. If an initial enquiry by the Ethics Committee confirms that the Protected Disclosure has no basis, or it is not a matter to be taken up for investigation under this Policy, the Protected Disclosure may be dismissed and the decision will be documented for future reference.

If the initial inquiry by the Ethics Committee, indicate that the matter disclosed under Protected Disclosure needs to be investigated further, they may order investigation and inquiry and appoint such person or persons as they may consider necessary for conducting the investigation (hereinafter referred to as "Investigation Officer").

- **For Protected Disclosures received by Chairperson of the Audit Committee**

Chairperson of the Audit Committee will make an initial enquiry of Protected Disclosure received by them. If an initial enquiry by the Chairperson of the Audit Committee confirms that the Protected Disclosure has no basis, or it is not a matter to be taken up for investigation under this Policy, the Protected Disclosure may be dismissed and the decision will be documented for future reference.

Group Whistle Blower Policy



Investigation

If the initial inquiry by the Chairperson of the Audit Committee, indicate that the matter disclosed under Protected Disclosure needs to be investigated further, Chairperson of the Audit Committee may order investigation and inquiry and appoint such person or persons as they may consider necessary for conducting the investigation (hereinafter referred to as "Investigation Officer")

- **Investigation Procedure**
 - The inquiry / investigation shall be conducted in a fair manner and provide an equal opportunity for hearing to the affected party
 - The Investigation Officer shall hold inquiry in the matter and shall submit a report to Ethics Committee / Chairperson of the Audit Committee not later than 45 days from the date on which the Protected Disclosure was received by the Ethics Committee Chairperson of Audit Committee. The Investigation Officer shall seek an extension for submitting the report from the Ethics Committee / Chairperson of Audit Committee for a further period of 30 days or such other period, which may be allowed at the discretion of the Ethics Committee / Chairperson of Audit Committee

Group Whistle Blower Policy



Investigation

- The Whistle Blower is expected to co-operate with the Investigation Officer, when the matter is under inquiry and is expected to disclose such information or provide documents as may be required for the purpose of the investigation
- On submission of report, the Ethics Committee / Chairperson of Audit Committee may:

In case the Protected Disclosure is proved, order such Disciplinary / Penal Action as the Ethics Committee / Chairperson of the Audit Committee may think fit and may order adoption of preventive measures to avoid recurrence of the matter (OR) Depending upon the seriousness of the matter, may refer the matter to the Audit Committee of the Company with its recommendations. The Audit Committee may order such Disciplinary / Penal Action, with or without modifications to recommendations of the Ethics Committee, as it may deem fit and may order adoption of preventive measures to avoid reoccurrence of the matter.

Group Whistle Blower Policy



Investigation

- A summary of all disciplinary / penal actions taken by the Ethics Committee / Chairperson of the Audit Committee must be reported on a quarterly basis to the Audit Committee and the Board of Directors of Asian Paints Limited. In the case of an employee in a subsidiary, the summary must also be reported to the Audit Committee of the Board of the subsidiary or the Board of Directors of the subsidiary
- In case the Protected Disclosure is not proved, close the matter and record the investigation findings for future reference

Group Whistle Blower Policy



Protection

- It shall be ensured that the Whistle Blower, if it is an employee, shall be protected from any adverse action which may include but is not limited to unfair termination of employment, demotion, suspension, decision not to promote, unwarranted performance rating, harassment, biased behavior, withholding of salary, imposition of transfer or re-assignment, denial of rewards, leave, benefit's for which said employee is eligible, or any other significant changes in the job; which may arise solely out of said employee making the Protected Disclosure or due to the ongoing investigation or on report being submitted to the Ethics Committee
- It shall be ensured that the Whistle Blower, if a Business Associate, shall be protected from any adverse action which may include but is not limited to unfair termination of the contract with the Business Associate, unfair withholding the payments due, non-acceptance of the goods sent by the Vendors for delivery or any other unfair act which may arise solely out of the concerned Business Associate making the Protected Disclosure or due to ongoing investigation or on report being submitted to the Ethics Committee
- Protection under this Policy would not mean protection from disciplinary / penal action arising out of false or bogus allegations made by a whistle-blower knowing it to be false or bogus or with a malafide intention

Group Whistle Blower Policy



Protection

- The identity of the Whistle Blower shall be kept confidential. Any other Employee assisting in the said investigation or furnishing evidence shall also be protected to the same extent as the Whistle Blower
- The Company will take steps to minimize difficulties, which the Whistle Blower may experience as a result of making the Protected Disclosure. Thus, if the Whistle Blower is required to give evidence in criminal or disciplinary proceedings, the Company will arrange for the Whistle Blower to receive advice about the procedure, etc
- In case of occurrence of any adverse action towards the Whistle Blower being an employee or a Business Associate, he shall directly have the right to approach the Chairperson of the Audit Committee
- **Secrecy / Confidentiality**

The Whistle Blower, the Ethics Committee, the Investigation Officer and any other person involved in the investigation shall maintain complete confidentiality secrecy of the matter. All matters reported through the Asian Paints Ethics Hotline will also be completely confidential. If any employee is found not complying with the above, said employee shall be held liable for such disciplinary action as is considered fit by Ethics Committee

Group Whistle Blower Policy



Protection

- **Retention of documents**

All Protected Disclosures in writing or documented along with the results of investigation relating thereto shall be retained by the Company for a minimum period of three years

- **Amendment**

The Board of Directors of the Company shall have the authority to amend or modify this Policy in whole or in part, at any time without assigning any reason, whatsoever and communicating the same to the employees or any other stakeholders of the Company



Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

Amended and approved by the Board of Directors at their meeting held on 20th October, 2022

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Introduction

1. This code of conduct is called “ASIAN PAINTS LIMITED – CODE OF CONDUCT TO REGULATE, MONITOR AND REPORT TRADING BY DESIGNATED PERSONS” (hereinafter referred to as ‘The APL Code’).
2. The APL Code will apply to Designated Persons.



Objective

This APL Code has been formulated to regulate, monitor and report trading undertaken by Designated Persons of Asian Paints Limited covered under the APL Code and towards achieving compliance with the provisions of the SEBI (Prohibition of Insider Trading) Regulations, 2015, as may be amended from time to time. This Code of Conduct also incorporates the minimum standards as set out in Schedule B of the SEBI (Prohibition of Insider Trading) Regulations, 2015.

Pursuant to the amendments made to Regulations, this revised Code was approved by the Board on 29th March, 2019 and shall come in to force with effect from 1st April, 2019. The Code has been amended from time to time even after 1st April, 2019 – as has been stated on the cover page.



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Objective

The objective of APL Code is to ensure protection of Unpublished Price-Sensitive Information of Asian Paints Limited and serve as a guideline to Designated Persons covered by APL Code for dealing in Securities of Asian Paints Limited. In addition to setting out the policy of the Company, it provides an understanding of the SEBI (Prohibition of Insider Trading) Regulations, 2015, as may be amended from time to time and any other applicable law in relation to prevention of Insider Trading. The APL Code is subject to the applicable prevailing law in relation to prevention of Insider Trading and if there is any inconsistency between any of the provisions of the APL Code and applicable law, the applicable law shall prevail.

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Definitions

- a) "Act" means the Securities and Exchange Board of India Act, 1992 (15 of 1992);
- b) "APL Code" or "the Code" or "this Code" means the Asian Paints Limited Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons;
- c) "Board" means the Board of Directors of the Asian Paints Limited or any Committee constituted by the Board for the purpose of APL Code;
- d) "Chairman" shall mean the Chairman of the Board;
- e) "Asian Paints" or "APL" or "Company" means Asian Paints Limited;
- f) "Compliance Officer" shall mean such senior officer so designated by the Board, and reporting to the Board, who is financially literate and is capable of appreciating requirements for legal and regulatory compliance under these regulations and who shall be responsible for compliance of policies, procedures, maintenance of records, monitoring adherence to the APL Code and any other guidelines or framework issued by the Company for the preservation of Unpublished Price Sensitive Information, monitoring of trades and the implementation of the APL Code under the overall supervision of the Board, as the case may be;

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Definitions

- g) "Connected Person" means:
1. any person who is or has during the six months prior to the concerned act been associated with the Company, directly or indirectly, in any capacity including by reason of frequent communication with its officers or by being in any contractual, fiduciary or employment relationship or by being a director, officer or an employee of the Company or holds any position including a professional or business relationship between himself and the Company whether temporary or permanent, that allows such person, directly or indirectly, access to Unpublished Price Sensitive Information or is reasonably expected to allow such access.
 2. Without prejudice to the generality of the foregoing, the persons falling within the following categories shall be deemed to be Connected Persons in relation to the Company unless the contrary is established, -
 - a. an Immediate Relative of Connected Persons specified in clause (i); or
 - b. a holding company or associate company or subsidiary company; or
 - c. an intermediary as specified in section 12 of the Securities and Exchange Board of India Act, 1992 or an employee or director thereof; or
 - d. an investment company, trustee company, asset management company or an employee or director thereof; or
 - e. an official of a Stock Exchange or of clearing house or corporation; or

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- h) a member of board of trustees of a mutual fund or a member of the board of directors of the asset management company of a mutual fund or is an employee thereof; or
- i) A member of the board of directors or an employee of a public financial institution as defined in section 2 (72) of the Companies Act, 2013; or
- j) An official or an employee of a self-regulatory organization recognised or authorized by SEBI; or
- k) a banker of the Company; or
- l) a concern, firm, trust, Hindu undivided family, company or association of persons wherein a director of the Company or his Immediate Relative or banker of the Company, has more than ten per cent. of the holding or interest;
- h) “Designated Persons” shall have the meaning ascribed to the term in Paragraph 2 of Section 6 (Designated Persons) of this Code; For the purpose of the APL Code, the term Designated Person shall include their immediate relatives as specified in clause 3(m) below.
- i) “Director” means a member of the Board of Directors of the Company, as appointed from time to time;

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Definitions

- j) "Digital Database" shall be a database maintained by the Compliance Officer of the Company Permanent Account Numbers ("PANs") or any other identifier authorized by law where such PAN is not available, disclosures and other details of Designated Persons, Fiduciaries and Insiders who have or are possession of or likely to have access to Unpublished Price Sensitive Information in accordance with the APL Code;
- k) "Fiduciary / Fiduciaries" shall mean professional firms such as auditors, accountancy firms, law firms, analysts, insolvency professional entities, consultants, banks etc., assisting or advising the Company at any point in time, for the purpose of the SEBI (Prohibition of Insider Trading) Regulations, 2015 as amended from time to time and the APL Code;
- l) "Generally Available Information" means information that is accessible to the public on a non- discriminatory basis; Information published on the website of a stock exchange, would ordinarily be considered generally available.;
- m) "Immediate Relative" means a spouse of a person, and includes parent, sibling, and child of such person or of the spouse, any of whom is either dependent financially on such person or consults such person in taking decisions relating to Trading in Securities;

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Definitions

- n) “Insider” / “Insiders” mean and include any person who is: (i) a Connected Person; or (ii) in possession of or having access to Unpublished Price Sensitive Information;
- o) “Legitimate Purpose” shall include sharing of Unpublished Price Sensitive Information by a Designated Person with partners, collaborators, lenders, customers, suppliers, merchant bankers, legal advisors, auditors, insolvency professionals or other advisors or consultants; in the ordinary course of business or otherwise in furtherance of such business activities as per the Policy approved by the Board, provided that such sharing has not been carried out to evade or circumvent the prohibitions of the SEBI (Prohibition of Insider Trading) Regulations, 2015, as amended from time to time;
- p) “Managing Director” means the managing director of the Company, or any other person designated as such from time to time;
- q) “Material Financial Relationship” shall mean a relationship in which one person is a recipient of any kind of payment such as by way of loan or gift from a designated person during the immediately preceding twelve months, equivalent to at least 25% of the annual income of such designated person but shall exclude relationships in which the payment is based on arm’s length transactions;

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- r) "Material Subsidiary" shall have the meaning ascribed to such term under the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.
- s) "Promoters" shall have the same meaning as assigned to it under Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 or any modification thereof.
- t) "Promoter Group" shall have the same meaning as assigned to it under Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 or any modification thereof.
- u) "Quiet Period" shall mean any period which the Compliance Officer may notify, during which Trading in Securities of the Company shall be prohibited and shall include the following:
 - i. The period beginning from one week before the end of each quarter upto the date of announcement of quarterly results and 2 (two) trading days thereafter;
 - ii. The period beginning from one week before the end of March quarter upto the date of announcement of the annual financial results and 2 (two) trading days thereafter;

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- iii. Any other period during which trading shall be closed when the Compliance Officer determines that a Designated Person or class of persons can reasonably expected to be in possession of Unpublished Price Sensitive Information. The Quiet Period shall be reopened after making the said Unpublished Price Sensitive Information, Generally Available Information.
- u) "Insider Trading Regulations" means the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 including any amendment or reenactment thereof.
- v) "Participant" shall mean any person to whom stock options are granted under any employee stock option plan of the Company in place from time to time.
- w) It is clarified that reference to the "Securities" in relation to a Participant refers to such Securities which are eligible to be granted under an employee stock option plan to a Participant from time to time.
- x) "SEBI" shall mean the Securities and Exchange Board of India established under the Securities and Exchange Board of India Act, 1992;

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Definitions

- y) "Securities" or "Shares" means the equity / preference shares, ADRs, debentures or any other security issued by Asian Paints Limited listed on the Stock Exchanges.
- z) "Stock Exchanges" means all the stock exchanges where the shares of Asian Paints Limited are listed.

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Definitions

- aa) "Trading in Securities" means and includes subscribing, buying, selling, dealing, pledging, or agreeing to subscribe, buy, sell, pledge, or deal in any Securities either as principal or agent and "Trade" shall be construed accordingly;
- bb) "Trading Window" means the period during which Trading in the Securities of the Company is permitted to those governed by the APL Code.
- cc) "Trading Day" means a day on which the Stock Exchanges are open for Trading;
- dd) "Unpublished Price Sensitive Information" or "UPSI" means any information which relates directly or indirectly to Asian Paints Limited, or its Securities, that is generally not available, and which on being Generally Available, is likely to materially affect the price of Securities of Company and shall ordinarily include but not restricted to, information relating to the following:
 - i. financial results;
 - ii. dividends;
 - iii. change in capital structure;
 - iv. mergers, de-mergers, acquisitions, delisting, disposal and expansion of business and such other transactions;
 - v. changes in key managerial personnel; and

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vi. such other information as may be deemed to be constituted as UPSI by the Board and /or the Managing Director and/or the Compliance Officer of the Company, from time to time.

ee) "Working Day" will mean the day on which the Registered Office of the Company is working.

Words and expressions used but not defined in this Code will have the same meaning as contained in (i) Insider Trading Regulations (ii) the Securities and Exchange Board of India Act, 1992 (iii) the Companies Act, 2013 (iv) Securities (Contract) Regulation Act, 1956 and (v) The Depositories Act, 1996 read with rules framed thereunder, as may be modified from time to time.

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Responsibility of Board of Directors Under This Code

As per Regulation 9(1) of the Insider Trading Regulations, the Board shall ensure that the Company at all times has in place this Code to regulate, monitor and report trading by Designated Persons and Immediate Relatives of such Designated Persons. The Board shall be responsible for monitoring the overall compliance to the Insider Trading Regulations. In accordance with the Inside Trading Regulations, the Board shall *inter-alia* ensure the following:

1. In consultation with the Compliance Officer and Managing Director, specify the Designated Persons to be covered by this Code based on their functional role or access to Unpublished Price Sensitive Information in addition to seniority and professional designation;
2. that the Company maintains the Digital Database in conformity with the Insider Trading Regulations;
3. Formulate and review periodically the Fair Disclosure Code including the Policy for determination of “legitimate purpose”; and
4. Formulate and review periodically, the Policy and Procedure for Inquiry in the Event of Leak or Suspected Leak of Unpublished Price Sensitive Information.

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Compliance Officer

1. The Compliance Officer shall be such senior officer appointed by the Board, for the purpose of the APL Code and shall report to the Board.
2. In case of temporary absence of the Compliance Officer, the Managing Director shall act as the Compliance Officer or shall appoint such other senior officer as the Compliance Officer as he may deem fit.
3. The Compliance Officer shall review the trading plans to assess whether such plans would have any potential for violation of the Insider Trading Regulations and shall be entitled to seek such express undertakings as may be necessary to enable such assessment and to approve and monitor the implementation of such plans.
4. The Compliance Officer may require the Designated Persons to declare that such person is not in possession of unpublished price sensitive information or that such person shall ensure that any unpublished price sensitive information in his possession becomes Generally Available before such person commences executing their trades. Once satisfied, the Compliance Officer may approve the trading plan, which would then have to be implemented in accordance with the Insider Trading Regulations.

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Compliance Officer

5. The Compliance Officer shall provide periodic reports to the Chairman of the Audit Committee and the Board of the Company, including all the details of the Trading in Securities of the Company by Designated Persons and the accompanying documents, as may be necessary. Such reports shall also include details that would facilitate the Audit Committee and the Board to review compliance with Insider Trading Regulations and enable them to verify that the systems for internal control are adequate and operating effectively.
6. The Compliance Officer shall *inter-alia*, under the overall supervision and direction of the Board:
 - a) determine in consultation with the Managing Director, the Designated Persons based on the role and function of such employee in the Company and the access that such role and function would provide to Unpublished Price Sensitive Information;
 - b) update, maintain and monitor the Digital Database containing the details of Designated Persons and Insiders with whom any Unpublished Price Sensitive Information has been shared or who may have access to any Unpublished Price Sensitive Information of the Company, in the ordinary course of business and for Legitimate Purpose or in relation to substantial transactions involving takeovers, mergers or acquisitions or any other purpose in accordance with this Code;

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Compliance Officer

- c) give notice to Insiders with whom Unpublished Price Sensitive Information has been shared for Legitimate Purpose as set out in Paragraph 3 of Section 6 (Prohibition of Communication or procurement of UPSI) of this Code;
 - d) assist the Managing Director to put in place adequate and effective system of internal controls to ensure compliance with the requirements of the Regulation 9A of the Insider Trading Regulations; and
 - e) assist the formulation and monitor the policy and procedures for inquiry in case of leak of Unpublished Price Sensitive Information or suspected leak of Unpublished Price Sensitive Information.
7. The Compliance Officer will assist the Designated Persons and Insiders in addressing any clarifications regarding the Insider Trading Regulations and APL Code.
8. The Compliance Officer shall maintain all records under the APL Code and the Insider Trading Regulations for a minimum period of five (5) years.
9. The Compliance Officer shall in consultation with the Board inform the Stock Exchanges of any violation of the Insider Trading Regulations or the APL Code in such form and such manner as may be specified by SEBI from time to time.

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Compliance Officer

10. The Compliance Officer in consultation with the Chairman of the Audit Committee shall have the power to set forth any additional guidelines or procedures required for maintaining adequate and effective internal controls under this Code and ensuring compliance with the Insider Trading Regulations.

11. The Compliance Officer may engage external consultants, advisors or experts for putting in place an IT-enabled software or system to automate the compliances under this Code including seeking disclosures and undertakings from Designated Persons and Insiders, sending intimations to such persons regarding Closure of Trading Window, etc.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Designated Persons

1. Designated Persons shall be identified by the Compliance Officer in consultation with the Board, basis their role and function and the access that such role and function would provide Unpublished Price Sensitive Information of the Company in addition to seniority and professional designation shall be governed by the APL Code.
2. The term "Designated Persons" will mean and include:
 - i. All the Directors of the Company;
 - ii. Promoters and members of Promoter Group;
 - iii. All employees of the Company in the grade M5 (as per the policy of the Company) and above including seconded employees;
 - iv. Key Managerial Personnel (as defined in accordance with the Companies Act ,2013 and applicable accounting standards) of the Company;
 - v. All employees of the 'Finance', 'Accounts', 'Audit', 'Taxation', 'Legal and Secretarial', 'Corporate Communication' functions of Corporate Finance, irrespective of their grade;

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Designated Persons

- vi. employees of such other functions of the Company who are in possession or likely to be in possession of Unpublished Price Sensitive Information;
- vii. Directors, chief executives and employees up to 2 (two) levels below the Managing Director, including the head of Accounts and Finance (by whatever name called) of each of the Joint Venture Companies in India, Asian Paints (International) Private Limited and Material Subsidiaries of the Company;
- viii. Personal assistants, if any, of persons referred in (i) and from (iii) to (vii) above; and
- ix. Any other employees as may be designated/ notified by the Compliance Officer in consultation with the Board from time to time, who may be considered to be in possession of Unpublished Price Sensitive Information.

Note: All the obligations/responsibilities with respect to compliance with the APL Code relating to the Immediate Relatives, shall devolve upon the Designated Persons.

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Designated Persons

3. The Compliance Officer may, in consultation with the Managing Director, determine and include such other persons, including their Immediate Relatives, from time to time to whom the APL Code may apply. Due regard shall be had to the access by such person to Unpublished Price Sensitive Information of the Company.
4. Designated Persons shall disclose names and PAN, or any other identifier authorized under law of the following persons to the company on an annual basis and as and when the information changes:
 - i. Immediate Relatives;
 - ii. persons with whom such Designated Person(s) shares a Material Financial Relationship; and
 - iii. Phone and mobile numbers which are used by them.

In addition, the names of educational institutions from which designated persons have graduated and names of their past employers shall also be disclosed on a one time basis.



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Prohibition on Communication or Procurement of Unpublished Price Sensitive Information

1. All Designated Persons, Fiduciaries and Insiders must:
 - a. Maintain confidentiality of all unpublished price sensitive information;
 - b. Not communicate, provide or allow access to any unpublished price sensitive information to any person including other insiders except where such communication is in furtherance of legitimate purpose, performance of duties or discharge of legal obligations and otherwise in accordance with this code;
 - c. Not procure from or cause the communication by any insiders and their immediate relatives of any unpublished price sensitive information except in furtherance of legitimate purpose, performance of duties or discharge of legal obligations and otherwise in accordance with this code; and
 - d. Not pass on such information to any person directly or indirectly by way of making a recommendation for the trading of securities of the company based on the same.
2. All information within the company must be handled strictly, on a 'need to know' basis. Any unpublished price sensitive information should be disclosed only for the furtherance of a legitimate purpose as per the policy approved by the board, to discharge their duties and legal obligations and whose possession of such information will not give rise to a conflict of interest or misuse of information.

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Prohibition on Communication or Procurement of Unpublished Price Sensitive Information

3. Any person in receipt of or in possession of Unpublished Price Sensitive Information pursuant to the aforesaid shall be considered an “Insider” for purpose of the APL Code and due notice as per format prescribed under this Code shall be given to such persons, to maintain confidentiality of such Unpublished Price Sensitive Information in compliance with the Insider Trading Regulations and this Code.
4. Prior to sharing any Unpublished Price Sensitive Information, a confidentiality agreement shall be entered into with such Insider and the Insider shall provide its details, details pertaining to its employees, agents or representatives who are likely to have access to the said Unpublished Price Sensitive Information which shall include name, designation, address, Permanent Account Number (“PAN”) or any other identifier authorised by law where PAN is not available in the format prescribed under this Code. The said details shall be updated by the Compliance Officer in the Digital Database.
5. Unpublished Price Sensitive Information may be communicated, provided, allowed access to or procured, in connection with a transaction that would-
 - a) entail an obligation to make an open offer under the SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 2011 (“Takeover Regulations”) where the Board is of informed opinion that sharing of such information is in the best interests of the Company;

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Prohibition on Communication or Procurement of Unpublished Price Sensitive Information

- b) not attract the obligation to make an open offer under the SEBI Takeover Regulations but where the Board is of informed opinion that the proposed transaction is in the best interests of the Company and the information that constitute Unpublished Price Sensitive Information is disseminated to be made Generally Available Information at least 2 (two) Trading Days prior to the proposed transaction being effected in such form as the Board may determine to be adequate and fair to cover all relevant and material facts.

For purposes of this clause, the Board shall require the parties to such transaction to execute agreements to contract confidentiality and non-disclosure obligations on the part of such parties and such parties shall keep information so received confidential, except for the purpose of this Clause 6, and shall not otherwise trade in Securities of the Company when in possession of such Unpublished Price Sensitive Information.

6. All Unpublished Price Sensitive Information directly or indirectly received by any Designated Person should be reported to the Compliance Officer immediately.

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Prohibition on Communication or Procurement of Unpublished Price Sensitive Information

7. All files containing confidential information will be kept secure and under lock and key. Computer files will have adequate security of login and passwords. Each Designated Person shall at all times be in compliance with the "Information Security Management System, Acceptable Usage Practices Code" as issued by the Company and revised from time to time.
8. Chinese wall procedures ("Chinese Walls") shall be used to manage confidential information and prevent the inadvertent spread and misuse of price sensitive information. Areas of the Company which routinely have access to confidential information including UPSI, shall be considered as 'inside areas', and shall be separated from those areas or departments providing support services, who do not have access to such information, considered as 'public areas'. The Chinese Walls established by the Company shall operate as a barrier to the passing of confidential information, including Unpublished Price Sensitive Information and other confidential information. As per the said procedures:
 - a. The promoters, directors and employees of the company in the 'insider areas' shall not communicate any UPSI to anyone in the 'public areas';

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Prohibition on Communication or Procurement of Unpublished Price Sensitive Information

- b. The demarcation of various departments as 'insider areas' shall be determined by the compliance officer in consultation with the board or with managing director;
- c. The establishment of Chinese Walls shall not be intended to suggest that Unpublished Price Sensitive Information can circulate freely within 'inside areas'. The 'need-to-know' principle shall be fully in effect within 'insider areas'. In exceptional circumstances, employees from the 'public areas' may be allowed to 'cross the wall' and given Unpublished Price Sensitive Information by following the 'need-to-know' principle, under intimation to the Compliance Officer. The Compliance Officer would duly record reasons for crossing the wall in writing.
- d. Chinese Walls shall be set up and implemented in the manner set out by Compliance Officer from time to time.

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Trading in
Securities

Restriction on Trading in Securities

1. All Designated Persons will be subject to certain Trading restrictions:
 - a. Trading Restrictions during Quiet Period:
 - i. Designated Persons are prohibited to Trade in Securities of the Company during the Quiet Period. The Compliance Officer shall communicate the Quiet Period to all Designated Persons through email or physical copies or any other prescribed mode. Irrespective of whether such communication has been received or not, Designated Persons governed by this Code shall mandatorily verify with the Compliance Officer on the status of the Trading Window before undertaking any Trades in the Securities of the Company. Ignorance of the closure of the Trading Window or non-receipt of communication of closure of Trading Window shall not justify any Trades undertaken by Designated Persons during Quiet Period.
 - ii. Every Designated Person should advise their Immediate Relatives of the Quiet Period during which Trading in the Securities of the Company is prohibited.
 - iii. Subject to the provisions of this Code and Insider Trading Regulations, the Trading window restrictions shall not apply in respect of :

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Trading in
Securities

Restriction on Trading in Securities

- a. Trades specified in clause (i) to (iv) and (vi) of the proviso to sub-regulation (1) of regulations 4 of the Insider Trading Regulations and in respect of a pledge of shares for a *bona fide* purpose such as raising of funds, subject to pre-clearance by the Compliance Officer;
- b. Exercise of stock options by a Participant and consequent acquisition of Securities which may have vested in such Participant. However, this exception shall not be applicable to Trading in Securities (with respect to the Securities acquired), even if the same is offered by the Company at the time of exercise as a part of the employee stock option plan;
- c. Trades which are undertaken in accordance with respective Regulations made by SEBI such as acquisition by conversion of warrants or debentures, subscribing to rights issue, further public issue, preferential allotment or tendering of shares in a buy-back offer, open offer, delisting offer or transactions which are undertaken through such other mechanism as may be specified by the Board from time to time.

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Restriction on Trading in Securities

- a. Trading Restrictions otherwise:
 - i. Designated Persons shall not Trade in Securities of the Company while in possession of Unpublished Price Sensitive Information. If such persons have traded in Securities of the Company when in possession of Unpublished Price Sensitive Information, their Trades would be presumed to have been motivated by the knowledge and awareness of such information in their possession. However, a Designated Person may prove his innocence by demonstrating the circumstances including as provided in Regulation 4 of the Insider Trading Regulations to be read with the format(s) for pre – clearance and declaration cum undertaking(s) as provided in Section 13 of this Code.
 - ii. When the Trading Window is open, Trading by Designated Persons shall be subject to pre-clearance by the Compliance Officer, in the manner provided under Section 9 of this Code.
 - iii. For the avoidance of doubt, it is clarified that during the Quiet Period, no Designated Person is permitted to apply for pre-clearance of any proposed Trade.



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Restriction on Trading in Securities

- iv. Designated Persons, other than Promoters, members of Promoter Group, Directors, Key Managerial Persons and their Immediate Relatives, when not in possession of Unpublished Price Sensitive Information and when the Trading Window is open, can undertake Trading in Securities upto a value of Rs. 5,00,000 (Rupees Five Lacs Only) in one financial year, without seeking pre-clearance of the Compliance Officer. However, all other restrictions and requirement of making necessary disclosures under this Code will continue to apply for such Trades.
- v. Designated Persons who Trade in Securities of the Company, will not undertake a contra/ opposite Trade during 6 (six) consecutive months following the prior Trade. However, these provisions shall not be applicable to Trades executed pursuant to an approved Trading Plan. Subject to the Insider Trading Regulations, the Compliance Officer may relax the 6 (six) months contra- Trade restriction in cases where the sale is necessitated by personal emergency after recording reasons in writing in this regard. An application in writing in this regard will need to be made to the Compliance Officer.
- vi. The above-referred restriction on contra trade shall not apply in case of: (i) acquisition of Shares by Participants pursuant to exercise of stock option; and (ii) pledge/ sale of Securities acquired pursuant to exercise of stock options, but only during open Trading window after obtaining necessary pre-clearance for such action and provided that all other provisions/restrictions of this Code and the Insider Trading Regulations are duly complied with, including on non-possession of UPSI.



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Restriction on Trading in Securities

- vii. Trading in derivatives pertaining Securities of the Company by Designated Persons, other than Directors, Promoter, members of Promoter Group, Key Managerial Persons and their Immediate Relatives, shall be subject to all restrictions under this Code. Designated Persons dealing in derivatives pertaining to Securities of the Company shall make necessary disclosures under this Code. It is clarified that the Promoter, members of Promoter Group, Key Managerial Persons, Directors and their Immediate Relatives shall not deal in derivatives pertaining to the Securities of the Company.
- viii. In case, the Designated Persons deal in any Securities of the Company through their portfolio manager/ investment manager, the same shall be disclosed to the Compliance Officer and restrictions relating to Trading in Securities of the Company under this Code will also apply to the trading in securities of the company through their portfolio manager/ investment manager.
- ix. Exercise of stock options by a Participant shall not be considered to be “Trading in Securities” except for the purposes of Chapter III of the Insider Trading Regulations (which relates to disclosure of trades by insiders), as are referred in Paragraph 12 of this Code. However, all provisions of the Insider Trading Regulations and this Code (unless otherwise specifically exempted) shall apply to Trading in Securities, with respect to the Securities so acquired.

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Pre - Clearance of Trades by Designated Persons

- a. Pre-clearance of Trades shall be required to be obtained by all Designated Persons prior to Trading in Securities.
- b. Every Designated Person must make an application in the format prescribed under this Code to the respective authority for pre-clearance as mentioned below, indicating the estimated number of the Company Securities that such person intends to Trade in, mode of acquisition, and such other information as may be prescribed by the Insider Trading Regulations, amended and modified from time to time:

Trading by the following persons	Authority for pre-clearance
All Designated Persons including their Immediate Relatives (except Compliance Officer & Managing Director)	Compliance Officer
Compliance Officer and Managing Director	Board

- c. Every Designated Person must sign an undertaking in the format prescribed under this Code. For the avoidance of doubt, each Designated Person shall also be required to make any other declarations and undertakings as the Compliance Officer may require on a case to case basis.

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Pre - Clearance of Trades by Designated Persons

- d. Pre-clearance shall not be required for the following transactions:
 - i. trades executed pursuant to an approved Trading Plan;
 - ii. transactions pursuant to Transmission of shares in accordance with applicable law;
 - iii. transactions involving transfer of Securities from Depository Participant to another provided that the shareholder and the beneficial owner of such Securities do not change; however, Trades involving pledge and revocation of pledge of Securities will continue to require pre-clearance as per this Code; and
 - iv. transactions pursuant to merger, demerger, or any other Court Order;
 - v. Exercise of stock options by a Participant. However, Trading in Securities, with respect to the Securities so acquired (including pursuant to a cashless option provided as a part of exercise of stock options), shall not be exempted.

However, in the aforesaid cases (i to v) declaration in the form of a Completion Certificate as per the format prescribed under this Code shall be submitted to the Compliance Officer within 2 Trading days.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Pre - Clearance of Trades by Designated Persons

- e. Prior to approving any Trades, the Compliance Officer shall be entitled to seek any further declarations as he may deem fit from the applicant. He shall also have regard to whether any such declaration is reasonably capable of being rendered inaccurate. In case the Compliance Officer is of the opinion that the proposed Trade is on basis of possession of Unpublished Price Sensitive Information, or he has a reason to believe that the proposed Trade is in breach of the APL Code or the Insider Trading Regulations, he will not grant approval against the said pre-clearance application and shall convey the reasons.
- f. The Compliance Officer shall inform the Designated Person, of approval of the pre-clearance application in the format prescribed under this Code within 2 (two) Working Days of the receipt of the application and other necessary documents or clarifications. In the absence of the Compliance Officer, the approval / rejection will be provided by the Managing Director.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Pre - Clearance of Trades by Designated Persons

- g. All Designated Persons shall complete their Trade in respect of the Securities of the Company within 7 (seven) Trading Days from the date of approval granted by the Compliance Officer for the pre-clearance application. The details of the Trade including the total number of shares or voting rights bought or sold or traded in any manner by the Designated Person, the date on which the Trade was executed, etc., will be required to be informed forthwith, not exceeding 2 (two) Working Days from date of completion of the Trade to the Compliance Officer in the format prescribed under this Code.

If the Trade is not executed within 7 (seven) Trading Days from the date of the pre- clearance approval, the Designated Person shall inform the Compliance Officer in the format prescribed under this Code and re-submit the pre-clearance application in the prescribed format.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

Trading Plans

- a. Each Designated Person is entitled to execute Trades pursuant of a pre-determined trading plan, where such trading plan has been formulated by such Designated Persons, approved by the Compliance Officer, and has been publicly disclosed by the Company to the Stock Exchanges, 6 (six) months prior to the commencement of the Trading pursuant to the trading plan ("Trading Plan"). In accordance with the Insider Trading Regulations, provisions relating to pre- clearance of Trades, Quiet Period and restrictions on contra trade shall not be applicable for Trades executed pursuant to an approved Trading Plan.
- b. Trading Plan shall be formulated by Designated Persons in compliance with the Insider Trading Regulations, including any statutory modification(s) or re-enactment(s) for the time being in force.
- c. The Compliance Officer shall approve a Trading Plan within a period of 7 (seven) Working days and shall take necessary undertakings / declarations from the applicant Designated Person presenting such a Trading Plan, as may be necessary on a case by case basis. Once approved and published in accordance with the Insider Trading Regulations, the Trading Plan shall be irrevocable, and the said Designated Person(s) shall mandatorily implement the Trades as per the Trading Plan in accordance with the provisions of the Insider Trading Regulations.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

Trading Plans

- d. The implementation of the Trading Plan shall not commence if any Unpublished Price Sensitive Information in possession of the Insider at the time of formulation of the plan has not become generally available at the time of commencement of the implementation and in such an event, the Compliance Officer shall confirm that the commencement ought to be deferred until such Unpublished Price sensitive Information becomes Generally Available Information. The Compliance Officer may consult with the Managing Director and / or the Audit Committee chairperson, on a case to case basis, prior to approving any Trading Plan.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Connected Persons / Fiduciaries

- a. Designated Persons of the Company shall ensure that all Connected Persons, Fiduciaries and other Insiders, including those who provide any services or supply goods to the Company or vice versa, whether or not pursuant to a written contract or a purchase order and who have access to Unpublished Price Sensitive Information or are reasonably expected to have such access to Unpublished Price Sensitive Information, execute an undertaking in the format prescribed under this Code.
- b. Designated Persons who are employees of the Company, shall deal / engage only those Connected Persons, Fiduciaries or Insiders who have in place a Code of Conduct to Regulate, Monitor and Report Trading by their designated persons and Immediate Relatives of designated persons in compliance with Schedule C to the Insider Trading Regulations.
- c. Designated Persons who are employees of the Company shall ensure that a confidentiality / non-disclosure agreement shall be entered into by the Company with Connected Persons, Fiduciaries and Insiders prior to sharing any Unpublished Price Sensitive Information. The sharing of such information shall be in accordance with "Policy for determination of Legitimate Purpose" as part of "Asian Paints Limited - Code of Fair Disclosure and Conduct".

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Connected Persons / Fiduciaries

- d. Connected Persons, fiduciaries and other insiders shall not trade in the securities of the Company while in possession of Unpublished Price Sensitive Information or shall not undertake a contra/ opposite Trade during 6 (six) consecutive months following the prior Trade.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Disclosures / Reporting Requirements For Trading In Securities

- a. **Continual Disclosures:** Every Promoter, member of the Promoter Group, Director and Designated Person of the Company shall disclose to the Company, the number of Securities acquired or disposed off, if the value of the Securities Traded, whether in one transaction or a series of transactions over any financial quarter, aggregates to Traded value in excess of Rs. 10,00,000 (Indian Rupees ten lakh) or such other limit as may be prescribed under the Insider Trading Regulations, within 2 (two) Trading Days of such Trade. It is hereby clarified that the disclosure of the incremental Trades after any disclosure under this clause, shall be made when the Trades effected after the prior disclosure cross the limits specified above.

- b. **Initial Disclosure:** Every Designated Person must disclose to the Compliance Officer the details as specified in the format prescribed under this Code and an initial undertaking in the format prescribed under this Code, within 7 (seven) days of becoming a Designated Person of the Company. Every Designated Person shall be required to disclose their name and PAN or any other identifier authorised by law for himself and his Immediate Relatives, persons with whom such a Designated Person shares a Material Financial Relationship, phone and mobile numbers which are used by them, names of educational institutions from which the Designated Persons have graduated and names of their past employers, etc. to the Company on an annual basis and as and when the information changes.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Disclosures / Reporting Requirements For Trading In Securities

- c. **Annual Disclosure:** All Designated Persons must make an annual disclosure of the number of Securities held as on 31st March each year by them including details of purchase / sale of Securities during the financial year to the Compliance Officer. This disclosure must be made in the format prescribed under this Code within 30 (thirty) days from the close of each financial year, in electronic or physical form.
- d. The Compliance Officer will maintain records in either physical or electronic form, of all disclosures and declarations made by the Directors, Promoters, members of the Promoter Group, Key Managerial Personnel and such other Designated or Connected Person for a minimum period of five years.
- e. The Compliance Officer, in addition to the above, may at his discretion require any other Connected Person or class of Connected Persons to make disclosures of holdings and Trading in Securities of the company at such frequency as he may deem fit in order to monitor compliance with this Code and the Insider Trading Regulations.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

Summary of Obligations of Designated Persons / Prescribed Formats

All Designated Persons shall ensure compliance with this Code and the Insider Trading Regulations and shall be subject to the obligations summarized below:

Sr. No.	Obligations	Time Frame	Format of Disclosure
1	Application for pre- clearance of Trades		Appendix I
2	Declaration that the Designated Persons is not in possession of UPSI.	Along with the Application of pre- clearance	Appendix II
3	Letter of approval from the Compliance officer approving the Pre-clearance application	Within 2 (two) Working days of application or Submission of necessary clarifications and documents	Appendix IIIA
4	Letter of rejection from the Compliance officer rejecting the Pre-clearance application	Within 2 (two) Working days of application or Submission of necessary Clarification and Documents	Appendix IIIB
5	Disclosure on completion of the pre-cleared Trade	2 (two) Trading Days of completion of Trade	Appendix IVA
6	Reporting of decision to not Trade or failure to complete Trade after securing pre-clearance with reasons.	Within 2 (two) Working Days on completion of 7th Trading Day from granting of preclearance.	Appendix IVB

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

Summary of Obligations of Designated Persons / Prescribed Formats

Sr. No.	Obligations	Time Frame	Format of Disclosure
7	Initial disclosure by Promoter, member of the Promoter Group, key managerial personnel and Director in respect of Securities held such Designated Persons.	Within 7 (seven) days of being appointed as Promoter, key managerial personnel and Director	Appendix VA
8	Initial disclosure by Designated Persons other than Promoter, member of the Promoter Group, key managerial personnel and Director in respect of Securities held such Designated Persons.	Within 7 (seven) days of being appointed as Designated Person	Appendix VB
9	Continual disclosure of number of Securities acquired or disposed of whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of INR 10,00,000 (Indian Rupees Ten lakh).	Within 2 (two) Trading Days of such transaction	Appendix VI
10	Annual disclosure at the end of the financial year by Designated Persons in respect of the number of Securities held by such Designated Persons.	Within 30 (thirty) days from the end of the financial year	Appendix VII
11	Execution of undertaking/confidentiality agreement by Designated Persons on being designated a "Designated Person" for new employees	Within 7 (Seven) Trading Days of becoming a Designated Person; The Compliance Officer may notify such other period as he may deem fit.	Appendix VIII
12	Undertaking to be given by Fiduciaries, Insiders, and other Connected Persons	Before sharing Unpublished Price Sensitive Information	Appendix IX

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

Summary of Obligations of Designated Persons / Prescribed Formats

Sr. No.	Obligations	Time Frame	Format of Disclosure
13	Disclosure of transactions by Connected Persons as identified by the Company in accordance with Reg 7(3) of Insider Trading Regulations	At such frequency as may be determined by the Compliance Officer	Appendix X
14	Disclosure of names and PANs or any other information required of the Designated Person and: (i) Immediate Relatives, persons with whom such Designated Person shares a Material Financial Relationship; and (ii) phone and mobile numbers used.	At the Beginning of every financial year and as and when the information provided changes.	Appendix XI
15	Disclosure of names of educational institutions from which Designated Persons have graduated and names of their past employers.	1 (one) time basis and within seven (7) days of becoming a Designated Person.	Appendix XII
16	Designated Persons, in possession of UPSI, undertaking off-market inter se transfers with Designated Persons who are in possession of the same UPSI and where it is a conscious and informed Trade decision, are required to file in addition to pre-clearance application, declaration cum undertaking	2 (two) Trading Days prior to undertaking off-market inter se transfer.	Appendix XIII
17	Designated Persons in possession of UPSI undertaking Trade through block deal window mechanism, are required to file in addition to pre-clearance application a declaration cum undertaking.	2 (two) Trading Days prior to undertaking Trade through block deal window.	Appendix XIV

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

Summary of Obligations of Designated Persons / Prescribed Formats

Sr. No.	Obligations	Time Frame	Format of Disclosure
18	Designated Persons in possession of UPSI undertaking Trade pursuant to a statutory or regulatory obligation to carry out a bona-fide transaction are required to file in addition to the pre-clearance application a declaration cum undertaking.	2 (two) Trading Days prior to Trading of Securities of the Company.	Appendix XV
19	Designated Persons undertaking pledging or releasing pledged Securities are required to file in addition to the pre-clearance application a declaration cum undertaking.	2 (two) Trading Days prior to Trading of Securities of the Company.	Appendix XVI
20	Report UPSI received directly or indirectly, to the Compliance Officer	On receipt of UPSI	Appendix XVII
21	Refrain from obtaining, communicating, causing such communication or otherwise passing directly or indirectly any UPSI to Insiders and their Immediate Relatives except for Legitimate Purposes and on need-to-know basis.	All times.	N.A.
22	Execution of non-disclosure undertaking/confidentiality agreement with such other persons with whom UPSI is shared pursuant to Legitimate Purposes/transaction	Event based	The Compliance Officer will notify the format for this purpose.
23	Verify with the Compliance Officer on the status of the Trading Window before undertaking any Trades and ensure that no Securities of the Company are traded during the Quiet Period and advise Immediate Relatives to stop Trading Securities of the Company during Quiet Period.	N.A.	N.A.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

Summary of Obligations of Designated Persons / Prescribed Formats

Sr. No.	Obligations	Time Frame	Format of Disclosure
24	Formulation of Trading plan in compliance with the Insider Trading Regulations, including any statutory modification(s) or re-enactment(s) for the time being in force for Trading of Securities of the Company	N.A.	N.A
25	Obtaining approval of Trading Plan	Prior to disclosure of Trading Plan to the Stock Exchanges. Trading plan shall be disclosed 6 (six) months prior to trading.	N.A

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

CODE OF CONDUCT

Penalty for Contravention of Code of Conduct

Every Designated Person who (i) Trades in Securities of the Company, or (ii) communicates any information for Trading in Securities of the Company, or (iii) procures Unpublished Price Sensitive Information, in each case, in contravention of this Code; or otherwise violates this Code shall be penalized and the Company will take appropriate action. The Managing Director and the Compliance Officer shall report such violations to the Board. The Board shall impose any further penalty or impose any other action at their discretion which may be over and above the aforesaid framework.

Any amount levied under this clause shall be remitted to the SEBI for credit to the Investor Protection and Education Fund administered by the SEBI under the Securities and Exchange Board of India Act, 1992.

The above actions will be without prejudice to any civil or criminal action that the regulatory authorities may initiate against such Designated Person(s).

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Institutional Mechanism for Prevention of Insider Trading

The Managing Director in consultation with the Compliance Officer shall put in place adequate and effective system of internal controls to ensure compliance with the APL Code and the Insider Trading Regulation, including ensuring inter-alia the following:

- a. Identification of employees having access to Unpublished Price Sensitive Information as Designated Persons and updating of necessary information pertaining to these Designated Persons in the Digital Database of the Company;
- b. Identification, preservation, and maintenance of confidentiality of Unpublished Price Sensitive Information until it becomes Generally Available Information in accordance with the Insider Trading Regulations;
- c. Restriction on communication and procurement of Unpublished Price Sensitive Information as per this Code and the Insider
- d. Trading Regulations;

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Institutional Mechanism for Prevention of Insider Trading

- e. Maintenance of Digital Database containing names of all Designated Persons and other persons with whom Unpublished Price Sensitive Information is shared and confidentiality agreements signed, or notices sent / served on Designated Persons or other persons with whom Unpublished Price Sensitive Information is shared for the purpose of maintaining confidentiality and abiding by their non-disclosure obligation;
- f. Compliance of this Code and Insider Trading Regulations;
- g. Periodic reporting to Audit Committee and the Board; and
- h. Any other matter required for compliance with the Insider Trading Regulations.

The Compliance Officer in consultation with the Chairman of Audit Committee shall have the power to set forth any additional guidelines or procedures required for maintaining adequate and effective internal controls under this Code and ensuring compliance with the Insider Trading Regulations.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

Policy on Inquiry in Case of Leak of Unpublished Price Sensitive information

The Company shall have a written policy setting out the process to be followed in the event of leak of Unpublished Price Sensitive Information or suspected leak of Unpublished Price Sensitive Information. The Compliance Officer shall inform promptly of such leaks, inquiries, and results of such inquiries to Audit Committee and Board in accordance with such Policy.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Protection of The Informant Under The Insider Trading Regulations

The Company shall not discharge, terminate, demote, suspend or threaten directly or indirectly or discriminate against any employee who files a Voluntary Information Disclosure Form, irrespective of whether the information is considered or rejected by SEBI, by reason of: (i) filing a Voluntary Information Disclosure Form; (ii) testifying in, participating in, or otherwise assisting or aiding SEBI in any investigation, inquiry, audit, examination or proceeding instituted or about to be instituted for an alleged violation of insider trading laws or in any manner aiding the enforcement action taken by SEBI; or (iii) breaching any confidentiality agreement or provisions of any terms and conditions of employment or engagement solely to prevent such employee from cooperating with SEBI in any manner.

In the event any employee is of the view, that he is likely to be discharged, terminated, demoted or suspended, or is being threatened, or discriminated, on account of any of the events set forth in the preceding paragraph, such employee shall be permitted to notify the Compliance Officer of the same. In the event, the Compliance Officer is subject to the foregoing, the Compliance Officer shall be permitted to bring such information to the notice of SEBI.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

List of Appendices

Sr. No.	Appendix No.	Particulars
1	I	Application form for Pre- clearance of Trades in Company's Securities
2	II	Draft Undertaking to be accompanied with every Pre- clearance Application
3	IIIA	Draft Letter of Approval from Compliance Officer
4	IIIB	Draft Letter of Rejection from Compliance Officer
5	IVA	Disclosure of completion of Trade
6	IVB	Reporting of failure of completion of transaction or decision not to Trade after obtaining approval from the Compliance Officer
7	VA	Statement of initial disclosure of shares held in the Company by a Director / Key Managerial Personnel/ Promoter/ Member of Promoter group in Form B
8	VB	Statement of initial disclosure of shares held in the Company by a person on becoming Designated Person other than Director/ Key Managerial Personnel/Promoter/ Member of Promoter Group

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

List of Appendices

Sr. No.	Appendix No.	Particulars
9	VI	Disclosure relating to change in holding of Securities to the Company / Stock Exchange in Form C
10	VII	Annual Disclosure of shares held by Designated Persons
11	VIII	Initial Undertaking by Designated persons
12	IX	Undertaking by other Connected Persons
13	X	Disclosure by other Connected Persons in Form D
14	XI	Disclosure of PAN, contact details (phone, mobile and email id), of Designated Person and/or immediate relative and/or person with whom such Designated Person shares a material financial relationship
18	XIII	Declaration cum undertaking by Designated Persons undertaking off-market inter se transfers with Designated Persons who were in possession of the same UPSI.
19	XIV	Undertaking for executing trade through block deal window mechanism

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix I

The Compliance Officer
Asian Paints Limited, 6A,
Shantinagar, Santacruz (East), Mumbai: 400 055

Dear Sir,

I intend to Trade in the Securities of the Company as per the particulars furnished below:

Appendix No.	Particulars
Name(s) of the persons for whom the transaction is to be executed	
PAN No.	
Relationship with the applicant	
No. of shares covered by the transaction	
Nature of transaction for which approval is sought	Purchase / Sale / Demat / Pledge/ Other
Depository ID No.	
Client ID No.	
Particulars of the broker through whom the transaction is to be executed	Name : Address : Phone No. :

* - strike out whichever is not applicable

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix I

I enclose necessary documents, containing the particulars in the prescribed format. I request you to kindly pre-clear the above transaction at the earliest.

Thanking you,

Yours faithfully,

Name of the Applicant:

Employee Code No. (If Applicable):

Contact No.:

Department (If Applicable):

Date:

Place:

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix II

(Draft undertaking to be accompanied with every pre-clearance application, when the Designated Person is not in possession of Unpublished Price Sensitive Information)

The Compliance Officer
Asian Paints Limited, 6A,
Shantinagar, Santacruz (East), Mumbai: 400 055

Dear Sir,

I, _____ being a Designated Person as per the Asian Paints Limited - Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons , am desirous of trading in _____ shares of the Company held in my name / in the name of my Immediate Relative / in the name of Companies controlled by me or on behalf of any other person as mentioned in my application dated _____ --for pre-clearance of the Trade. I hereby confirm/undertake:

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix I

- a. to maintain confidentiality of all 'Unpublished Price Sensitive Information' that may come into my possession in the discharge of my duties with the Company;
- b. not to pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities of the Company based on the same;
- c. to report to the Compliance Officer, any non-public information that may be directly received by me;
- d. that I am not in possession and /or I do not have any access to 'Unpublished Price Sensitive Information' upto the date of signing this undertaking;
- e. that in case I have access to or receive '**Unpublished Price Sensitive Information**' after the signing of this undertaking but before the execution of the transaction, I will inform the Compliance Officer of the change in my position and that I will completely refrain from trading in the securities of the Company till such time such information becomes generally available in public domain ;

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix II

- f. that I have not contravened the 'Asian Paints Limited- Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons' as notified by the Company from time to time; and
- g. That I have made full and true disclosure in the matter.

(Signature)

Name of the Applicant:

Employee Code No. (If Applicable):

Contact No.:

Department:

Date:

Place:

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

Approval
Letter

Appendix IIIA

(draft letter of approval from Compliance Officer)

Date:

To:

Sub : Pre-clearance of transaction in Company's Securities

Ref : Your application dated _____ for pre-clearance of transaction for _____ shares of the Company in your name / in the name of _____.

With reference to your above application, seeking pre-clearance of your Trade in shares of the Company, we hereby accord our approval to the proposed transaction.

You may kindly note that the aforesaid transaction will be executed **within seven (7) trading days** from the date of receipt of this approval letter, failing which, an application seeking pre-clearance to the proposed transaction together with undertaking in the prescribed format, will be made afresh.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

Approval
Letter

Appendix IIIA

Further the details of the Trade, as per the aforesaid application, needs to be intimated within two working days of the execution of the Trade.

You may kindly note that after the aforesaid transaction, you will not enter into an opposite transaction during the next six months from the date of the aforesaid Trade.

It is presumed that the proposed transaction is in compliance with the provisions of SEBI (Substantial Acquisition of Shares and Takeovers) Regulation, 2011; Code of Conduct and SEBI (Prohibition of Insider Trading) Regulations, 2015 or any other applicable law.

Thanking You,
Yours Truly,
For Asian Paints Limited

Compliance Officer

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix IIIB

(draft letter of approval from Compliance Officer)

Date:

To:

Sub : Pre-clearance of transaction in Company's Securities

**Ref : Your application dated _____ for pre-clearance of transaction for _____ shares
of the Company in your name / in the name of _____.**

With reference to your above application, seeking pre-clearance of your transaction in shares of the Company, we hereby reject your above application on account of the following reasons:

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix IIIB

Thanking You,
Yours Truly,
For Asian Paints Limited

Compliance Officer

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix IVA

(Disclosure of completion of Trade)

The Compliance Officer,
Asian Paints Limited, 6A,
Shantinagar, Santacruz (East), Mumbai: 400 055

Dear Sir,

Sub: Confirmation of date of completion of transaction

I hereby confirm that the transaction for Trading in the shares of the Company for which, pre-clearance was granted on _____, was completed on _____ by purchasing* / selling* /
_____ (any other) _____ (nos.) equity shares of the Company.

Thanking you,
Yours faithfully,

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix IVA

(Signature)

Name of the Applicant:

Employee/Immediate Relative [(Code No. (if applicable)]:

Contact Number:

Department (if applicable):

Date:

Place:

* - *strike out whichever is not applicable*

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

RECEIPT

Appendix AVB

(Reporting of failure of completion of transaction or decision not to Trade after obtaining approval from the Compliance Officer)

The Compliance Officer,
Asian Paints Limited,
6A, Shantinagar, Santacruz (East),
Mumbai: 400055

Dear Sir,

Sub: Reporting of failure to execute transaction

I hereby declare that the approval for Trading in the shares of the Company for which, pre-clearance was granted on _____, was not completed within 7 (seven) days of receipt of the pre-clearance, due to _____. I shall obtain fresh pre-clearance in the event I wish to execute the said trade again.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

RECEIPT

Appendix AVB

Thanking You,

Yours Faithfully,

(Signature)

Name of the Applicant:

Employee Code No. (if applicable):

Contact Number:

Department (if applicable):

Date:

Place:

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix VA

FORM B

SEBI (Prohibition of Insider Trading) Regulations, 2015

[Regulation 7 (1) (b) read with Regulation 6(2) - Disclosure on becoming a director/KMP/Promoter]

Name of the company: ASIAN PAINTS LIMITED

ISIN of the company:

Details of Securities held on appointment of Key Managerial Personnel (KMP) or Director or upon becoming a Promoter or member of Promoter Group of a listed company and other such persons as mentioned in Regulation 6

Name, PAN, CIN/DIN & address with contact nos.	Category of Person (Promoters/ member of Promoter Group/KMP/ Directors/ Immediate relatives/others etc)	Date of appointment of Director / KMP OR Date of becoming Promoter	Securities held as on the date of regulation coming into force		% of Shareholding
Name(s) of the persons for whom the transaction is to be executed			Type of Security (Foreg. – Shares, Warrants, Convertible Debentures etc.)	No.	
1	2	3	4	5	6

Note: "Securities" shall have the meaning as defined under regulation 2(1)(i) of SEBI (Prohibition of Insider Trading) Regulations, 2015.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix VA

Details of Open Interest (OI) in derivatives of the Company held on appointment of Key Managerial Personnel (KMP) or Director or upon becoming a Promoter of a listed company and other such persons as mentioned in Regulation 6(2)

Open Interest of the Future contracts held at the time of becoming Promoter/appointment of Director/ KMP			Open Interest of the Option Contracts held at the time of becoming Promoter/appointment of Director/ KMP		
Contract Specifications	Number of units (contracts * lot size)	Notional value in Rupee terms	Contract Specifications	Number of units (contracts * lot size)	Notional value in Rupee terms
7	8	9	10	11	12

Notes: 1. In case of Options, notional value shall be calculated based on premium plus strike price of options.

2. Promoter, members of Promoter Group, Key Managerial Persons, Directors and their Immediate Relatives shall not deal in derivatives pertaining to the Securities of the Company.

Name & Signature:

Designation:

Date:

Place:



Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix V

(Disclosure on becoming Designated Persons other than Promoters, Key Managerial Personnel (KMP) and Directors)

The Compliance Officer,
Asian Paints Limited
6A, Shantinagar,
Santacruz (East), Mumbai: 400 055

Dear Sir,
Sub: Disclosure on becoming Designated Persons other than Promoters, Key Managerial Personnel (KMP) and Directors

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix VB

Name, PAN, CIN/DIN & Address with contact nos.	Category of Person (Designated Person/ Immediate relative to / others etc.)	Securities held as on the date of becoming Designated Person		% of Shareholding
		Type of security (For eg.—Shares, Warrants, Convertible Debentures etc.)	No.	
1	2	3	4	5

Note: "Securities" shall have the meaning as defined under regulation 2(1)(i) of SEBI (Prohibition of Insider Trading) Regulations, 2015.



Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix VB

Details of Open Interest (OI) in derivatives of the company held by Designated Persons / Immediate Relatives other than Promoter, KMP and Directors:

Open Interest of the Future contracts held as on the date of regulation coming into force			Open Interest of the Option Contracts held as on the date of regulation coming into force		
Contract Specifications	Number of units (contracts * lot size)	Notional value in Rupee terms	Contract Specifications	Number of units (contracts * lot size)	Notional value In Rupee terms
6	7	8	9	10	11

- Notes: 1. In case of Options, notional value shall be calculated based on premium plus strike price of options.
2. Promoter, members of Promoter Group, Key Managerial Persons, Directors and their Immediate Relatives shall not deal in derivatives pertaining to the Securities of the Company.

Thanking you,
Yours faithfully,

(Signature)

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix VB

Name of the Applicant:

Employee Code No. :

Contact Number:

Department:

Date:

Place:

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix VI

FORM C

SEBI (Prohibition of Insider Trading) Regulations, 2015
[Regulation 7 (2) read with Regulation 6(2) – Continual Disclosure]

Name of the company: ASIAN PAINTS LIMITED

ISIN of the company: _____

Details of change in holding of Securities of Promoter, member of Promoter Group, Employee or Director of a listed company and other such persons as mentioned in Regulation 6(2)

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

Appendix VI
List

Appendix VI

Name, PAN, CIN/ DIN, & address with contact nos.	Category of Person (Promoters /member of Promoter Group/ KMP / Directors/immediate relative to/others etc.)	Securities held prior to acquisition /disposal	Securiti es acquired / Dispose d	Securities held post acquisition / disposal	Date of allotment advice/ acquisition o f shares/ sale of shares specify	Date of intimation to company	Mode of acquisition / disposal (on market / public / rights / preferenti al offer /off market / Interse transfer , ESOPs etc.)	Securiti es held prior to acquisition /disposal	Securiti es acquired / Dispose d	Securities held post acquisition / disposal	Date o f allotment advice/ acquisition of shares/ sale of shares specify	Date of intimation to company	Mode of acquisition / disposal (on market / public / rights / preferenti al offer /off market / Inter- se transfer , ESOPs etc.)
1	2	3	4	5	6	7	8	9	10	11	12	13	14
		Type of security (For eg. – Shares, Warrants, Convertible Debenture setc.)	No. and % of shareholding	Type of security (For eg. – Shares, Warrants, Convertible Debenture setc.)	No. and % of shareholding	Value	Transaction Type (Buy/Sale/ Pledge / Revoke/ Invok e)	Type of security (For eg. – Shares, Warrants, Convertible Debenture setc.)	No. and % of shareholding	From	To	Type of security (For eg. – Shares, Warrants, Convertible Debenture setc.)	No. and % of shareholding

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix VI

Note: "Securities" shall have the meaning as defined under regulation 2(1)(i) of SEBI (Prohibition of Insider Trading) Regulations, 2015.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

Appendix VI
List

Appendix VI

Details of trading in derivatives of the company by Promoter, member of Promoter Group, Employee or Director of a listed company and other such persons as mentioned in Regulation 6(2).

Trading in derivatives (Specify type of contract, Futures or Options etc)						Exchange on which the trade was executed
Type of contract 25	Contract specifications Obtaining approval of Trading Plan	Buy		Sell		N.A
		Notional Value	Number of units (contracts * lot size)	Notional Value	Number of units (contracts * lot size)	
15	16	17	18	19	20	21

Notes: 1. In case of Options, notional value shall be calculated based on premium plus strike price of options.

2. Promoter, members of Promoter Group, Key Managerial Persons, Directors and their Immediate Relatives shall not deal in derivatives pertaining to the Securities of the Company.

Name & Signature:

Designation:

Date:

Place:

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

Appendix VII

ANNUAL DISCLOSURE OF SHARES HELD IN THE COMPANY BY DESIGNATED PERSONS

Details of shares or voting rights held by Designated Persons and their respective Relatives/ Immediate Relatives, as the case may be, including positions taken in derivatives

Name of Designated Person:

Particulars of Designated Person		No. of shares held at the beginning of the year	No. of shares bought/sold during the year			No. of shares held at the end of the year	Mode of acquisition/sale	Date of Intimation to the Company
	Name, PAN, DP Id/ Client Id		Date	Nos.	Value			
Self								
Spouse								
Other Relatives/ Immediate Relatives								

Note: The above table will be applicable with suitable modifications to disclosures for position taken in derivatives also. Trading in derivatives shall be permissible (for Designated Persons other than Directors, their relatives and Promoters) if permitted by any law for the time being in force.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

CODE OF CONDUCT

Appendix VIII

Initial Undertaking by Designated Persons

Name of the Designated Person:

Date: _____

The Compliance Officer,
Asian Paints Limited, 6A, Shantinagar,
Santacruz (East), Mumbai: 400 055

Dear Sir,

Re: Undertaking under the Asian Paints Limited- Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

- I have read and understood the Asian Paints Limited- Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons ("Code") and undertake to fully comply with the provisions thereof during my association with Asian Paints Limited ("Company").

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

CODE OF CONDUCT

Appendix VIII

2. I also acknowledge that the provisions of the Code form an integral part of the terms of my service / employment /engagement with the Company and any breach of the Code would result in a breach of the terms of such service /employment /engagement and I understand and agree to be subject to all the consequences of such a breach.
3. I acknowledge that in the course of my employment /engagement with the Company, I shall come across Unpublished Price Sensitive Information, which would be given to me in confidence, and I undertake that I shall not disclose any Price Sensitive Information received by me to any of my Immediate Relatives.
4. I further undertake that if I gain access to, or receive, any Price Sensitive Information I shall completely refrain from Trading in the securities of the Company till the time such information becomes generally available, in all cases in accordance with this Code.
5. In the event of any breach of the provisions of the Code by any of my Immediate Relatives, I hereby unconditionally undertake to be fully responsible for the consequences of any such breach as if such breach was mine and fully indemnify and keep the Company and its Directors from and against all or any penalties / fines /charges /costs that may be imposed or incurred by SEBI or any other statutory authorities under any Act, law or regulation.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix IX

(Undertaking by other Connected Persons)

Date: _____

To,
The Compliance Officer,
Asian Paints Limited, 6A, Shantinagar, Santacruz
(East), Mumbai: 400 055

Dear Sir,
Re : Terms of Service

1. We, [insert name of Connected Person] are [providing/receiving] [nature of services/goods to be inserted] to Asian Paints Limited ("Company") pursuant to a contract/arrangement entered into between us and the Company ("Services").

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix IX

2. We hereby acknowledge that we are aware (and that our representatives, employees, affiliates, and advisors are aware or, will be advised by us) that in the course of providing Goods/Services to the Company, we, our representatives, employees, affiliates, and advisors shall be in possession of information and/or documents in any form or manner, which may contain material, non-public information regarding the Company or any affiliate of the Company. We further acknowledge that we are aware and that our representatives, employees, affiliates, and advisors have been advised that applicable securities laws prohibit any person having unpublished price sensitive information about a company from trading with the securities of that company or communicating such unpublished price sensitive information, and we agree to abide by and cause our representatives, employees, affiliates, and advisors, to abide by the terms of such securities laws, including without limitation, the SEBI (Prohibition of Insider Trading) Regulations, 2015 ("**PIT Regulations**"), as may be replaced, amended or supplemented from time to time and other applicable laws in relation to insider trading and the acquisition of securities. We hereby acknowledge and undertake that we have in place a code of conduct as per the requirements of PIT Regulations as applicable to us.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix IX

3. In the event of any breach of the provisions of (i) this undertaking, or (ii) any applicable securities laws, including the PIT Regulations, by us or any of our representatives, affiliates, employees, directors, officers, advisors, we hereby unconditionally undertake to be fully responsible for the consequences of any such breach and fully indemnify and keep the Company and its directors, officers, employees, agents, representatives, and affiliates from and against all or any damages on account of such breach, or any penalties/fines/charges/costs/actions that may be imposed or undertaken by the Securities and Exchange Board of India or any other authorities under any Act, law or regulation.
4. We shall promptly notify the Company in the event of any breach of the provisions of (i) this undertaking, or (ii) any applicable securities laws, including the PIT Regulations, by us or our employees, officers, directors, affiliates, representatives, and advisors.
5. We also acknowledge that this undertaking forms an integral part of the terms of our engagement with the Company and any breach of this undertaking would result in a breach of the terms of such engagement and we understand and agree to be subject to all the consequences of such a breach.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix X

Form D

SEBI (Prohibition of Insider Trading) Regulations, 2015

Regulation 7(3) – Transactions by other connected persons as identified by the company

Name, PAN, CIN/DIN, & address with contact nos. of other connected persons as identified by the company	Connection with company	Securities held prior to acquisition/disposal	Securities acquired/Disposed				Securities held post acquisition/disposal	Date of allotment advice/acquisition of shares/sale of shares Specify			Date of intimation to company	Mode of acquisition/disposal (on market/public/rights/ Preferential offer/off market/Interser transfer, ESOPs etc.)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
		Type of security (For eg. – Shares, Warrants, Convertible Debentures etc.)	No. and % of shareholding	Type of security (For eg. – Shares, Warrants, Convertible Debentures)	No	Value	Transaction Type (Buy / Sale / Pledge / Revoke /Invoke)						

Note: "Securities" shall have the meaning as defined under regulation 2(1)(i) of SEBI (Prohibition of Insider Trading) Regulations, 2015.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix X

Details of trading in derivatives by other connected persons as identified by the company

Trading in derivatives (Specify type of contract, Futures or Options etc)						Exchange on which the trade was executed
Type of Contract	Contract specifications	Buy		Sell		
		Notional Value	Number of units (contracts * lot size)	Notional Value	Number of units (contracts * lot size)	
15	16	17	18	19	20	21

Notes: 1. In case of Options, notional value shall be calculated based on premium plus strike price of options.

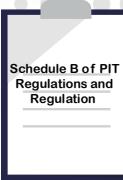
2. Promoter, members of Promoter Group, Key Managerial Persons, Directors and their Immediate Relatives shall not deal in derivatives pertaining to the Securities of the Company.

Name:

Signature:

Place:

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Schedule B of PIT
Regulations and
Regulation

Appendix XI

(Disclosure of information by Designated Persons)

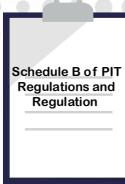
To,

The Compliance Officer, Asian Paints Limited

In compliance of Clause 14 of the Schedule B of PIT Regulations and Regulation 6(4) of the Code

Details relating to the Designated Person		
a)	Name of the person	
b)	Designation	
c)	Name of the organization and address	
d)	Permanent address	
e)	Current Personal address (if different from (d))	
f)	Permanent Account Number ("PAN") or any other identifier authorized by law where PAN is not available	
g)	Phone / Mobile No.	

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix XI

Details relating to immediate relatives

Sr. No.	Name of the person	Relationship	PAN or any other identifier authorized by law where PAN is not available	Phone/ Mobile No.

Details relating to Person with whom the designated person shares a Material Financial Relationship

Sr. No.	Name of the Person with whom the designated person shares a Material Financial Relationship	PAN or any other identifier authorized by law where PAN is not available	Phone/ Mobile No.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Schedule B of PIT
Regulations and
Regulation

Appendix XI

I _____, hereby undertake that the aforementioned information provided by the undersigned above is true and to the best of my knowledge. The information is provided in compliance with Regulation 6(4) of the Code and as per the Schedule B of the Regulations. The undersigned is being made aware that the above information will be kept strictly confidential and will not be shared except under the following circumstances:

- a. Under any proceedings or pursuant to any order of courts or tribunals;
- b. For investigation, inquiry or request for information by statutory or governmental authorities or any other administrative body recognized by law; and
- c. In compliance with applicable laws, regulations, rules and requirements;

Name and Signature:

Place:

Date:

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix XII

(Disclosure of names of educational institutions and name of past employers)

To,
The Compliance Officer,
Asian Paints Ltd.

**Sub: Disclosure of information in accordance with Clause 14 of the schedule B of PIT
Regulations and the code**

a)	Name	
b)	Designation	
c)	Name & address of the educational institutions of Graduation and above (including institutions of Post – Graduation/Professional Programmes/Diploma, etc.)	
d)	Names and addresses of all Past employers (including training)	

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix XII

I _____, hereby undertake that the aforementioned information provided by the undersigned above is true and to the best of my knowledge. The information is provided in compliance with Regulation 6(4) of the Code and as per the Schedule B of the Regulations. The undersigned is being made aware that the above information will be kept strictly confidential and will not be shared except under the following circumstances:

- a. Under any proceedings or pursuant to any order of courts or tribunals;
- b. For investigation, inquiry or request for information by statutory or governmental authorities or any other administrative body recognized by law; and
- c. In compliance with applicable laws, regulations, rules and requirements;

Name and Signature:

Place:

Date:

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix XIII

(Draft undertaking to be accompanied with every pre-clearance application for off – market inter se transfers between Designated Persons)

The Compliance Officer,
Asian Paints Limited,
6A, Shantinagar, Santacruz (East),
Mumbai: 400 055

Dear Sir,

I, _____ being a Designated Person of the Company,
hereby _____ confirm/undertake _____ on _____ behalf of
_____ :

- a) to maintain confidentiality of all 'Unpublished Price Sensitive Information (UPSI)' that is/may come into my possession in the discharge of my duties with the Company;

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix XIII

- b) not to pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities of the Company based on the same;
- c) to report to the Compliance Officer, any non-public information that may be directly received by me;
- d) this transaction is an off – market inter – se transfer between Designated Persons who were in possession of the same UPSI without being in breach of Regulation 3 of SEBI (Prohibition of Insider Trading) Regulations, 2015;
- e) all parties had made a conscious and informed trade decision;
- f) this transaction is a bona fide transaction;
- g) that I have not contravened the 'Asian Paints Limited- Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons and the SEBI (Prohibition of Insider Trading) Regulation, 2015, as amended from time to time; and
- h) That I have made full and true disclosure in the matter.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix XIII

(Signature)

Name of the Applicant:

Date:

Place:

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix XIV

(Draft undertaking to be accompanied with every pre-clearance application for executing trade through the block deal window)

The Compliance Officer,
Asian Paints Limited,
6A, Shantinagar, Santacruz (East),
Mumbai: 400 055

Dear Sir,

I, _____ being a Designated Person of the
Company, hereby _____ confirm/undertake _____ on _____ behalf
of _____ :

- a) to maintain confidentiality of all 'Unpublished Price Sensitive Information (UPSI)' that is/may come into my possession in the discharge of my duties with the Company;

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix XIV

- b) not to pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities of the Company based on the same;
- c) to report to the Compliance Officer, any non-public information that may be directly received by me;
- d) this transaction is an off – market inter – se transfer between Designated Persons who were in possession of the same UPSI without being in breach of Regulation 3 of SEBI (Prohibition of Insider Trading) Regulations, 2015;
- e) all parties had made a conscious and informed trade decision;
- f) this transaction is a bona fide transaction;
- g) that I have not contravened the 'Asian Paints Limited- Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons and the SEBI (Prohibition of Insider Trading) Regulation, 2015, as amended from time to time; and
- h) That I have made full and true disclosure in the matter.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix XIV

(Signature)

Name of the Applicant:

Date:

Place:

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix XV

(Draft undertaking to be accompanied with every pre-clearance application for executing trade pursuant to a statutory or regulatory obligation)

The Compliance Officer,
Asian Paints Limited,
6A, Shantinagar, Santacruz (East),
Mumbai: 400 055

Dear Sir,

I, _____ being a Designated Person of the
Company, hereby _____ confirm/undertake _____ on _____ behalf
of _____ :

- a) to maintain confidentiality of all 'Unpublished Price Sensitive Information (UPSI)' that is/may come into my possession in the discharge of my duties with the Company;

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix XV

- b) not to pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities of the Company based on the same;
- c) to report to the Compliance Officer, any non-public information that may be directly received by me;
- d) this transaction is an off – market inter – se transfer between Designated Persons who were in possession of the same UPSI without being in breach of Regulation 3 of SEBI (Prohibition of Insider Trading) Regulations, 2015;
- e) all parties had made a conscious and informed trade decision;
- f) this transaction is a bona fide transaction;
- g) that I have not contravened the 'Asian Paints Limited- Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons and the SEBI (Prohibition of Insider Trading) Regulation, 2015, as amended from time to time; and
- h) That I have made full and true disclosure in the matter.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix XV

(Signature)

Name of the Applicant:

Date:

Place:

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix XVI

Undertaking for Creation of Pledge

The Compliance Officer,
Asian Paints Limited,
6A, Shantinagar, Santacruz (East),
Mumbai: 400 055

Dear Sir,

[•] Limited (“pledger”), forming part of the promoter/promoter group of Asian Paints Limited, intends to deal in securities of Asian Paints Limited by way of creation of pledge and request for pre-clearance.

I, [•], the director of [•] Limited, do hereby solemnly state as under:

- That the acquisition of shares and/or the creation of pledge by [•] Limited is for bona fide and genuine business purpose and that the acquisition of shares is not for the purpose of trading in securities.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix XVI

- b) That the pledgee is a bank / financial institution / mutual fund / insurance company / non-banking financial companies (“Approved Lender”).
- c) That there is no profit or loss sharing agreement or any other financial agreement with any third party to this effect;
- d) That the proposed pledge does not entail providing access to any unpublished price sensitive information pertaining to APL to the lender or any other person;
- e) That the pledgor will follow and comply with all the procedure required for pledging the securities in favor of the lender and for de – pledging the securities from the existing lender, as may be applicable;
- f) That the pledge will be created in accordance with the provisions of the applicable laws with appropriate disclosures in compliance with various regulations prescribed by the Securities and Exchange Board of India.
- g) That [●] Limited acknowledges to have fully understood its obligations under the PIT Regulations and the Code of Conduct of Asian Paints Limited, and will unconditionally abide by the same.

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix XVI

- h) That [●] Limited has not contravened the Code of Conduct of Asian Paints Limited as notified by Asian Paints Limited from time to time.
- i) That the borrowing agreement or any such document entered into by us will not have any adverse effect on APL, its directors or shareholders in any manner;
- j) That [●] Limited has made a full and true disclosure in the matter. Given under my hand this [●] day of [●], [●].

Capitalised terms used and not defined herein shall have the same as prescribed to it in the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 (“**PIT Regulations**”) and Code of Conduct of Asian Paints Limited.

Yours faithfully,
For [●] Limited

Name:
Designation:

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix XVII

Report UPSI received directly or indirectly, to the Compliance Officer

The Compliance Officer,
Asian Paints Limited,
6A, Shantinagar, Santacruz (East),
Mumbai: 400 055

Sir,

Sub: Reporting of Unpublished Price Sensitive Information (USPI)

I, _____ being a Designated Person as per Asian Paints Limited- Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons (“Code”), hereby report the following UPSI received/accessed by me either directly or indirectly which directly or indirectly related to Asian Paints Limited, or its Securities, that is generally not available, and which on being Generally Available, is likely to materially affect the price of Securities of Company:

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix XVII

Sr. No.	UPSI	Information
1	financial results	
2	dividends	
3	change in capital structure;	
4	mergers, de-mergers, acquisitions, delisting's, disposals and expansion of business and such other transactions	
5	changes in key managerial personnel	
6	such other information as may be deemed to be constituted as UPSI by the Board and the Compliance Officer from time to time	

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons



Appendix XVII

I, _____, hereby undertake that the aforementioned information provided by the undersigned above is true and to the best of my knowledge. The information is provided in compliance with the Insider Trading Regulations of the Code and as per the Schedule B of the Regulations. The undersigned is being made aware that the above information will be kept strictly confidential and will not be shared except under the following circumstances:

- i. Under any proceedings or pursuant to any order of courts or tribunals;
- ii. For investigation, inquiry or request for information by statutory or governmental authorities or any other administrative body recognized by law; and
- iii. In compliance with applicable laws, regulations, rules and requirements;

Name and Signature:

Place:

Date:

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

Appendix XVIII

Notice to be issued for maintenance of confidentiality of UPSI shared

Sir,

Notice - Pursuant to Insider Trading Regulation

Pursuant to the provisions of the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015, as amended from time to time (the Insider Trading Regulations) read with Asian Paints Limited – Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons (the APL Code), any person who is in receipt of unpublished price sensitive information (as defined in the Insider Trading Regulations and the APL Code) shall be considered as "Insider", even if such information is shared pursuant to a legitimate purpose.

Please note that based on information shared with you [details of UPSI] on a need-to-know basis and for furtherance of legitimate purposes, you will be considered as an "Insider" for the purposes of the Insider Trading Regulations and the APL Code.

Accordingly, as an Insider, you are inter alia required to abide by the following:

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

Appendix XVIII

- a. maintain confidentiality of all Unpublished Price Sensitive Information shared with you and in your possession;
- b. not communicate, provide, or allow access to any unpublished price sensitive information to any person including other Insiders except where such communication is in furtherance of Legitimate Purpose, performance of duties or discharge of legal obligations and otherwise in accordance with the Insider Trading Regulations and the APL Code;
- c. You are required to hold in strict confidence and take adequate precautions to protect the security, integrity, and confidentiality of such unpublished price sensitive information in compliance with the Insider Trading Regulations and the APL Code.
- d. not pass on such information to any person directly or indirectly by way of making a recommendation for the Trading of Securities of the Company based on the same; and

Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons

Appendix XVIII

- e. not to trade in the securities of the Company when in possession of Unpublished Price Sensitive Information, except in accordance with the Insider Trading Regulations and the APL Code.

Further, you are requested to note that any violation of this notice will be treated as a violation of the Insider Trading Regulations and the APL Code and shall be liable for disciplinary action and remedial measures as per the Insider Trading Regulations and the APL Code.

For Asian Paints Limited

Compliance Officer



**Employee
Safety
Guidelines**

A large red circle with a white center is positioned on the left side of the slide. Inside the circle, there are various red safety-related icons: a shield with a cross, a paint can labeled "PAINT", a hard hat, a briefcase, a triangle warning sign, and a fire hydrant. The text "Employee Safety Guidelines" is centered within the circle.

The Asian Paints logo, consisting of the lowercase letters "ap" in a stylized font followed by the word "asianpaints" in a smaller, sans-serif font.



GUIDELINE

A laptop screen is displayed in the center-right area. The screen shows a document with the word "GUIDELINE" in large, bold, black capital letters. Below it is a smaller graphic of a person wearing a hard hat. At the bottom of the screen, there is a red banner with the text "Applicable to all employees".

Revised Date: 1st Jan 2022

Applicable to all employees

Employee Safety Guidelines



Introduction

Asian Paints believes in providing a safe working environment to all the employees. The Company shall adhere to the highest standards of safety at all places where it conducts its business. The day-to-day operations of the Company at times require the employees to travel extensively, drive their own vehicles in the course of their work or sit beyond scheduled work hours. The objective of this policy is to lay down rules and norms with regards to employee safety while at work premises and while traveling for work related purposes. The event of an emergency where an employee requires funds on a short-term basis and at very short notice, this facility may be extended to them.



Scope of the Policy

The Policy covers the rules to be followed in case of all operations which may render the employee in a potentially unsafe working environment including:

- Travel and driving in the course of work
- Travel to unsafe places
- Sitting beyond scheduled work hours in office

This policy shall apply to all employees of Asian Paints Limited. It shall also apply to all such individuals who work in the premises of the Company in order to conduct business with Asian Paints. It is to be noted that the policy also extends itself to all such places where the employee may be travelling in due course of work as per the principle of "notional extension of workplace" laid down by law. While the employees are required to follow these guidelines without fail while conducting business, the Company strongly encourages its employees to follow the policy in its spirit in their day-to-day life as well.



Employee Safety Guidelines



Travel and Driving Safety

Employees are required to travel to places in the course of their work. This travel may be done by means of public transport, a vehicle hired through a vendor or the employee's own vehicle. This section pertains to the safety rules to be followed during any such travel.

- **Vehicles Hired through Vendor / Public Transportation**
- It is advised that all business travel is to be done only by means of Government-run public transport or authorized and registered vehicle vendors. It is mandatory for the hired vehicles to have yellow registration plates as per the Government rules.
- The Company shall attempt to enter into contracts only with transport vendors who have necessarily the following things in place:

Employee Safety Guidelines



Travel and Driving Safety

- Drivers driving the hired vehicles are in possession of valid permanent driver's licenses issued by the RTO and are well-trained for driving the vehicles in all conditions (night travel, driving in rain, difficult terrain, etc.)
- The vehicle insurance documents and premium payment receipts, PUC certification documents and other necessary documents as maybe required as per Government rules are carried in the vehicle at all times.
- The vehicles shall also carry a first aid kit, a spare wheel, and a basic maintenance tool kit for any such emergency. All the vehicles shall be maintained according to the manufacturer's published maintenance guidelines to ensure that the vehicle is in a safe operating condition.
- It is mandatory for the driver and all the passengers to wear seat belts in the cars during the travel. The driver shall obey all the traffic rules and drive as per the rules and within permissible speed limits wherever specified.

No vehicle is to be driven under the influence of alcohol.

Employee Safety Guidelines



Travel and Driving Safety

- **Employee's Own Vehicle**

- The employee must be in possession of valid driver's licenses issued by the RTO. The employees must ensure that the vehicle insurance documents and premium payment receipts, PUC certification documents and other necessary documents as maybe required as per Government rules are carried in the vehicle at all times.
- If the employee is holding a learner's license, it is mandatory that the vehicle has large red colored 'L' displayed in the front and rear side of the vehicle, clearly visible from a distance of 50 meters.
- The employee must ensure that there is a first aid kit, a spare wheel, and a basic maintenance tool kit in the vehicle for any such emergency. Also, the vehicle must be maintained according to the manufacturer's published maintenance guidelines to ensure that the vehicle is in a safe operating condition.
- It is mandatory for the driver and all the passengers to wear seat belts in the cars during the travel. The driver shall obey all the traffic rules and drive as per the rules and within permissible speed limits wherever specified.

Employee Safety Guidelines



Travel and Driving Safety

- It is mandatory for employees (the driver as well as the pillion rider) travelling on two wheelers to wear helmets while driving. A motorcyclist is not allowed to carry more than one pillion rider.
- Employees are not allowed to use two-wheelers for any travel beyond the distance of 50 km one way. They shall use hired cars/public transport for all such travel as per the Domestic Travel Rules policy.
- No vehicle is to be driven under the influence of alcohol.
- All employees should undergo defensive driving e-learning modules.
- Employees should not use mobile phone for calling or texting or any other purpose while driving any vehicle.
- All accidents are to be reported within 24 hours to the concerned reporting manager and to the Chief Human Resources Officer - by the hierarchy concerned

Employee Safety Guidelines



Travel and Driving Safety

- **Measures to be followed by the traveler**
- **Travel using company hired vehicle or personally hired vehicle:**
 - All occupants of the vehicle are required to wear seat belts during the journey.
 - Avoid sleeping while you are seated in the front seat.
 - Do not unnecessarily converse with the driver.
 - If the driver is to call or receive a call, then please tell him/her to park the car at the next available space before initiating the call.
 - Before boarding the company hired vehicle, please check adherence to the below checklist.
 - The driver should have had good sleep.
 - Vehicles should be with yellow registration plates as per the Government rules.
 - Driver should have a valid driving license.
 - Instruct the driver to follow road safety rules.
 - During rain/fog, instruct the driver to use body light and fog light of the vehicle.
 - In case of any deviation, call the travel desk immediately.
 - As a good practice, please encourage the driver to take a break after two to three hours of driving on a highway.
 - Employees need to give feedback on travel experience to the travel desk/ transport vendor/ Rent-a-Car travel desk /local transport coordinator.

Employee Safety Guidelines



Travel and Driving Safety

- **Measures to be followed by the traveler**
- **Travel using auto-rickshaw / three-wheeler:**
 - Ascertain the physical condition of the driver to sense alcohol consumption.
 - Do not sit adjacent to the auto driver, always take the back seat.
 - Do not unnecessarily converse with the driver.
 - If the driver is to call or receive a call, then please tell driver to park the car at the next available space before initiating the call.

Employee Safety Guidelines



Travel and Driving Safety

- **Measures to be followed by the traveler**
- **Travel using Local Train:**
- At platform:
 - Always stay behind the yellow line at a railway station.
 - Use underpass / railway foot over bridge to cross the rail track.
- While boarding / de-boarding the train:
 - Do not use mobile while boarding / de-boarding the train.
 - Avoid standing near the gates.
 - Avoid boarding / de-boarding on a running train.
 - While de-boarding, mind the gap between the train and the platform.
 - Follow all the rules and regulations of metro train / station while traveling

Employee Safety Guidelines



Travel and Driving Safety

- **Measures to be followed by the traveler**
- **Travel using motorbike / scooter:**
 - It is mandatory for the driver and the pillion rider to wear helmets while driving.
 - Do not use a mobile phone while driving.
 - Do follow all road safety rules and regulations.
 - Do wear the reflective jacket during night/rain/fog.
 - Do not drive in the wrong lanes.
 - Keep distance from other vehicles while driving.
 - Do check the below points before riding
 - Break condition
 - Tire pressure
 - Other safety interlocks as per OEM

Employee Safety Guidelines



Travel and Driving Safety

- **Measures to be followed by the traveler**
- **Avoiding Road Rage:**
 - Do not get engaged in any road rage while driving
 - Instruct driver not to engage in any road rage while driving
 - Avoid
 - driving if angry, upset, or drowsy
 - making rude gestures or yell at other drivers

All accidents are to be reported within 24 hours to the concerned reporting manager and to the Chief Human Resources Officer by the hierarchy concerned.

Employee Safety Guidelines



Office Sitting Beyond Scheduled Work Hours

The Company does not encourage that employees stay in office beyond scheduled work hours unless absolutely necessary. However, there is also cognizance of the fact that employees may be required to work until late hours in the course of their work, for instance during peaking, stock taking, financial closure, compensation revision, audits or any other such critical period. During all such times, the requisite norms need to be kept in mind:

In all cases where the scheduled shift timing does not exceed 6: 30 PM, across locations:

- No male employee is allowed to work beyond 10 p.m. under any circumstances.
- No female employee is allowed to work beyond 8 p.m. under any circumstances.
- In all situations when working late (post 8 p.m. for female employees and 10 p.m. for male employees) cannot be avoided, necessary provision shall be made for the conveyance of the employees, post completion of work, unless the employee has their own vehicle. The employee can opt for a company vendor vehicle or a private cab or travel in a fellow colleague's vehicle. If a female employee leaving the premises after 8 p.m. so desires, the company must ensure that a male colleague accompanies the employee to her residence. The cab fare will be reimbursed by the company.

Employee Safety Guidelines



Late night office parties

- Employees attending late night office parties are eligible to book local cab / cab with company tie up (in case provided at the location) / local taxi and get the same reimbursed by the company (on manager approval only).
- Any female employee leaving a late-night office party post 10 PM needs to necessarily hire a company approved cab. It is recommended that she be accompanied by another office colleague on the way back home.
- In case the employee chooses not to follow the above-mentioned protocols, the onus of safety is deemed to be with themselves.

Employee Safety Guidelines



Late night travelling

- Late night driving and overnight travelling on road need to be avoided as far as possible.
- No late night driving or travelling (between 10 PM to 5 AM.) is allowed unless, in cases of extreme emergency such as taking somebody to the hospital etc. In case of flights, it is advised that the **landing time to destination be before 8: 00 PM and the departure time for morning flights, be post 7: 00 AM.**
-
- The late night travelling guidelines will not apply to the manufacturing locations and the IT data center, which by the nature of their work, operate in shifts and guidelines in this regard are left to the discretion of the management of the respective sites.
- Where circumstances require exceptions to be made to the late night travelling guidelines, the same must be approved by the respective functional Vice Presidents with intimation to the Chief Human Resources Officer.

Employee Safety Guidelines



Travel to Unsafe Places

Employees may be required to travel to distant and unsafe places in the course of their work. Such unsafe places include but are not restricted to the militant infested areas, areas prone to terror attacks, areas prone to local strife, communal riots, coup, epidemics, etc. as the case maybe, remote areas prone to thieving of vehicles and any such area notified to be unsafe by relevant authorities. Employees should avoid travelling to such places. In all cases where such travel cannot be avoided, express permission from the M4 and above manager concerned shall be required. It is recommended that the employee should not be present at such places beyond 6:00 PM whatsoever the case maybe. In the event of such a travel, all necessary precautions for the safety of the employee shall have to be taken.

Employee Safety Guidelines



Accountability for Safety

The accountability for all clauses stated in this policy with respect to ensuring safety and security for any individual employee shall lie with the immediate reporting manager, the function head as well as the employee themselves.

The immediate reporting manager is also responsible for ensuring that all provisions and facilities for 'safety' are provided to their team members and, that the essence of the policy is followed in full spirit in day-to-day operations at work.

Employee Safety Guidelines



Safety and Conduct during Office Parties and Social Gatherings

Asian Paints employees are expected to act in a responsible manner during parties and social gatherings. During any gathering, they should respect personal space of others and behave in a respectful manner. There should be no coercion to drink, nor any abusive or derogatory language used.

An employee or any of the associates cannot drive post parties if they have consumed alcohol and should take needed transport to travel back home safely.

Every employee has to uphold the highest standards while conducting themselves and ensure that our parties and social gatherings remains enjoyable to all members alike.

Any member can notify if any violation, disrespectful behavior, harassment, or any other behavior which is not expected of an Asian Paints employee is observed. This can be reported to respective Function Heads and Chief Human Resources Officer .

Employee Safety Guidelines



Amendment and Exceptions

The Chief Human Resources Officer shall have the authority to amend or modify this Policy in whole or in part at any time and communicate the same to the employees of the Company. No exception to the policy shall be allowed unless expressly approved in advance by the Chief Human Resources Officer or the Functional GM's.

A large red circle with a white center is positioned on the left side of the slide. Inside the white center, there is a smaller red circle containing the Asian Paints logo. The red circle is surrounded by several small, wrapped gift boxes in various colors (red, blue, green) and patterns (solid, striped).

Policy Regarding Gifts



Also covered under Code of Conduct

Applicable to all employees



Policy Regarding Gifts



Policy Regarding Gifts

The Company's policy regarding acceptance of and giving of gifts to business associates is communicated in this statement. This communication is intended to guide our employees so that the policy is uniformly applied in all parts of our large and growing company

- This policy covers all employees of Asian Paints Limited, including the whole-time Directors
- The purpose of the policy is to ensure that the employees are aware and conform to the approved practices in respect of acceptance of gift. It is also articulated to ensure that employees stay free of undue influence of persons with whom business is conducted
- In this policy statement the word 'gift' includes the plural and also gratification, entertainment and payments
- No employee (including members of his immediate family) shall accept a gift of any nature from any supplier, vendor, dealer, contractor, customer, competitor or any business associate
- Managers of establishments are expected to communicate this policy clearly to all business associates

Policy Regarding Gifts



Policy Regarding Gifts

- This prohibition does not apply to routine two way exchange of normal business courtesies, which might reasonably be expected to be exchanged in the ordinary course of business. These courtesies include business lunch/dinner and exchange of company diaries and calendars, pens with company logo and the like that are not lavish in any way. In case of any doubts, employees are to seek guidance from their General Manager
- If a gift is inadvertently received it should be promptly returned with a polite note explaining that it is contrary to the Company Policy
- In a rare situation where it is difficult to determine how to proceed in compliance of the code, the employees are encouraged to consult the head of the unit who will, in consultation with the Corporate HR provide the necessary guidance

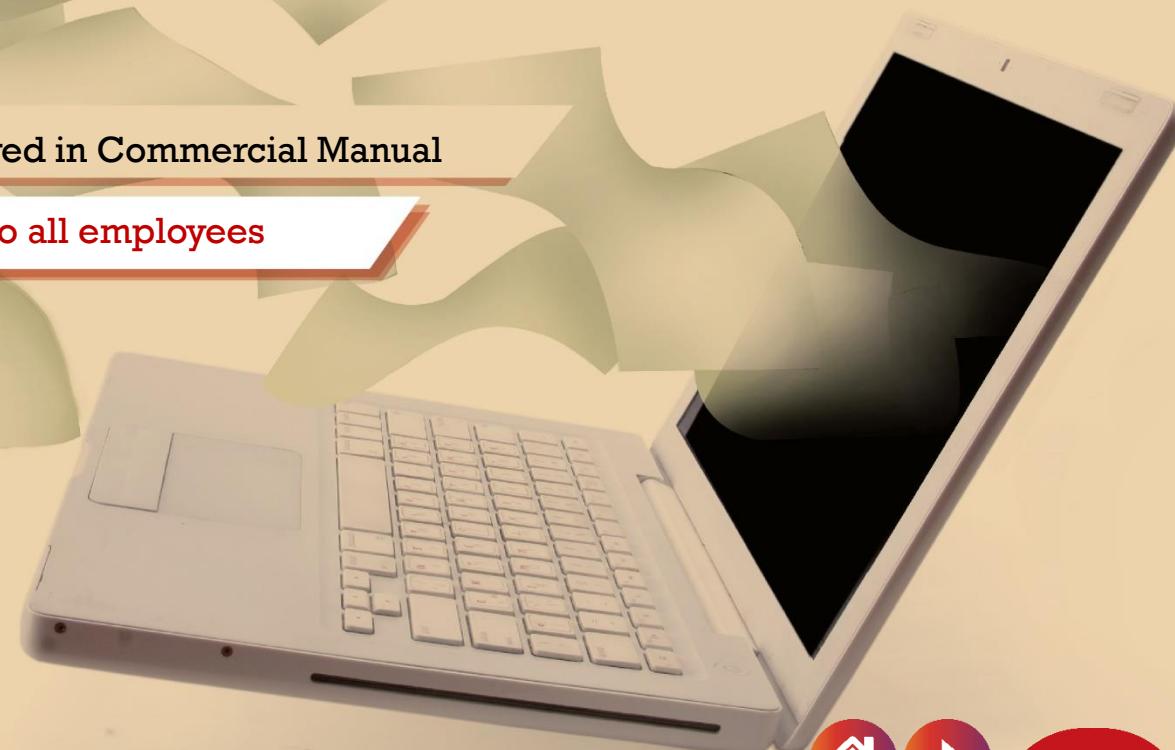


Cash Payment Policy

The Asian Paints logo, consisting of the lowercase letters "ap" in a stylized font above the word "asianpaints".

Also Covered in Commercial Manual

Applicable to all employees



Cash Payment Policy



Cash Payment Policy

As per the guideline by commercial manual clause no. 2.3 of cash payment, there should be no cash payment to one-time / non-vendor equal to or exceeding Rs. 10,000/- per transaction (either directly by Asian Paints Limited or via any employee of Asian Paints Limited). All payments equal to or exceeding Rs. 10,000/- per transaction should be mandatorily routed through vendor cheque payments. Employees can make payments in excess of Rs. 10,000/- to a single vendor through cheque / credit card. Employees must ensure that while sending invoices for reimbursement of such payments, copy of cheque or credit card slip is attached with the claim documents.

All payments done by employees directly in any foreign currency through any means will require prior written approval of the Taxation team in case such payments have to be reimbursed by the company. This will not apply in case of local expenditure done while on an international tour.

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Long Service Awards

Revised Date: 1st Jan, 2023

Applicable to all employees



Long Service Awards

20

Introduction

This policy outlines the management and administration of long service awards for employees, on completion of 20 years of service with Asian Paints Ltd. The objective of this policy is to provide clarity through a detailed guideline about the administration of the awards in terms of establishing accountability and process.

Keeping in mind the above aspects a set of guidelines have been framed as under:

Features

- Where does the ownership lie?
- What is to be done?
- How will the awards be distributed?
- What forum is to be used for the Award ceremony?

Long Service Awards



Accountability

For the process to be carried out smoothly and efficiently, the ownership lies with the respective HR for the employees (Managers, Scientists, Specialists, Assistant Managers, Executives and Workmen) irrespective of grades in question. This would translate into:

Sr. No	Locations	Responsibility
1.	Vakola and SSC	Corporate HR
2.	Plant Locations	Respective Plant HR
3.	Sales Locations (including Sales, Commercial and Administration functions), Non plant SC function (Eg: Materials, Mantech)	BU HR
4.	Turbhe - Technology	Technology HR
5.	AP-Global Locations	AP-Global-HR, in case of seconded employees; Local Admin in case of local employees

Immediate superior and location head will play a vital role, working with HR, to ensure timely administration of the process for relevant employees, including recently transferred ones.

Long Service Awards



Accountability

With the initiation of annual events in almost all part of the organization; e.g.: Factory Day, Sales Conference, Technology Day / Mantra, Annual Day for Head Office, etc. the long service awards for all employees (Managers, Scientists, Specialists, Assistant Managers, Executives, Workmen) irrespective of grades be administered at such functions. While Corporate HR will identify a centralized vendor for procuring the standard Silver Coin, the respective BU HR in collaboration with location / function head will own the process and will facilitate the awards administration as per the central guideline.

Cut-off date for considering 20 years of service in any particular location will be the last day of the month prior to the annual day of that location. For example, if the Sales conference is in the month of July, 30th June will be considered as the cut-off date for determining employees eligible for long service award.

For all employees (Managers, Scientists, Specialists, Assistant Managers, Executives and Workmen) irrespective of grades, a function at the local level must be organized by location head or local BU HR, on the day of completion of 20 years of service as per guideline below. This will be over and above the felicitation in a common forum as prescribed below.

Long Service Awards

Administration

There are two stages to the process:

- **On the day of completion of 20 years of service:** Each year in the month of October the respective HR personnel should procure a list of all employees under their purview who would be completing 20 years of service in the coming year, and inform the respective location heads (in case of plant / sales locations / Turbhe) / Function heads (in case of corporate functions) / the reporting manager of the employee (in case the employee is a location head or function head himself) about the dates
- It is proposed that the respective HR in collaboration with location head / function head / Reporting Manager arrange for recognition of the employee's long service on the date of completion of 20 years of service. The recognition may be in any form, such as a brief gathering of the immediate work group to applaud the person's achievements at the location, or a social dinner with immediate workgroup of superior at that location, or a social dinner with immediate superiors and peers of not more than 10 people at that workplace depending on what is deemed fit by the in-charge
- All locations should submit their final list with complete names of the eligible employees in their location by first week of December each year to Administration Manager, Corporate HR to enable them to procure the Silver Coin centrally and dispatch to all locations on time

Long Service Awards

Administration

- The concerned BU head will send out a mail or message to the concerned individual on the day of completion of the 20 years
- **Formal common forum for Felicitation:** The Long Service awards are to be integrated with one of the annual day celebrations at various locations of APL. During a year, in case of absence of any prominent event / celebration at a location for some reason, the award ceremony is to be organized in the month of April of the succeeding year
- The form of felicitation, however, is to remain uniform across locations and cadres. Awardees are presented with Silver Coin along with Rs. 25,000 cash amount (excluding taxes). Said cash award will be credited to respective employee's bank account on the day of completion of 20 years of service
- Corporate HR – Admin will procure the Silver Coin directly from the identified vendor and distribute the same to the respective HRs at locations
- In case of AP-Global, information regarding seconded employees will be shared centrally. The Silver Coin will also be dispatched centrally by AP-Global-HR, however the administration of the award is to be done locally. For all other employees, all aspects shall be taken care of locally, as per practices currently prevalent i.e. they would follow the existing local recognition practice. In the absence of any such existing norm, the practice of Silver Coin should be followed, as far as possible

Long Service Awards

Administration

- For International Locations the award should be given under the name of the local unit (e.g. SCIB in Egypt). For seconded employees it will be Asian Paints Ltd. The forum at which the employees will receive their awards, and the presenters of the award will be as in the table below

S.No	Location	Forums	Presenter of the Award
1.	Vakola / SSC	At Vakola (During Vakola day)	M3 or Above
2.	Plants	At respective Plant locations (During Annual Day)	General Manager – Manufacturing or Above
3.	Other Locations (including Sales, Commercial, administration, RDC)	(During Sales Conference / Annual Get Together)	M3 or Above
4.	Turbhe	Technology Day / Mantra	M3 and above
5.	AP-Global	Factory Day /Any other occasion where the employees come together for celebration/Visit of AP-Global President .	AP-Global Presidents/ Regional Vice President

Long Service Awards



Administration

- In the case of employees who have completed 20 years in the services of the company, but have resigned from the services prior to the formal felicitation ceremony, an invitation to the ceremony must be sent to the ex-employee. In the event of non-attendance, the mementos shall be dispatched to their current location



Reward and Recognition Guidelines



Includes Monitor & Non-Monitor Rewards

Applicable to all employees

Reward and Recognition Guidelines



Purpose

There are occasions when an employee's or a team's performance in a given task needs appreciation. This scheme details the criteria and procedure for enabling appreciation of such behaviours and actions.



Applicability

This scheme will cover all employees in the organization and will apply uniformly to all. In case of employees with no access to HRIT (Operators / Team Members), the process will be handled offline.

Certain local Rewards & Recognition practices will continue and will be left to the discretion of the local stakeholders. This scheme does not cover local schemes which may have pre-defined evaluation criteria or are project-based. The list of such schemes is given in Annexure I.

Reward and Recognition Guidelines



Criteria

The focus of this scheme is to recognize those employees or groups of employees who:

- Have performed exceptionally well in their area of work
- Have contributed significantly beyond their area of work
- Have exhibited behaviours representative of the Company's Company's Values (Standing for each other's success, Creative zeal, Scientific rigor, Audacity, Integrity and Customer passion)
- Have contributed significantly in medium and long-term projects



Types of Recognitions

- Recognition with monetary reward
- Recognition without monetary reward

Reward and Recognition Guidelines



Recognition with monetary reward – Commendation award

Procedure to nominate

- Any employee in the Assistant Manager, Manager, Scientist and Specialist grade can recommend any employee for recognition. In case the employee recommending the recognition is the employee's immediate manager then no approval is required. Else the employee's immediate manager has to approve the recognition
- When recognizing a group / team, the recommendation for the recognition of the entire team should be internally aligned and agreed by the reporting managers of the individuals. The recommendation needs to be approved by an employee of at least 1 grade above than the employee of the highest pay grade in the team
- The letter of commendation generated online shall include a write-up on the individual / team achievement and the contribution along with the impact on the organization
- The reward has to be communicated and awarded within 72 hours of the employee's or team's performance or contribution

Reward and Recognition Guidelines



Announcement of the Recognition

- An announcement of the recognition will be displayed on the online portal and mail sent to concerned employee and their Immediate Reporting Manager.
- Wherever possible, the letter / print-out is handed over during group meetings. For example: Team Review Meetings, Functional Conferences, Factory Day etc

Reward and Recognition Guidelines



Rewarding Procedure

- The reward amount will be Rs. 2,500/- net of tax for each employee.
- The reward will be in the form of points which can be redeemed on the reward galaxy. In case of a team, each team member will get a reward amount of Rs. 2,500/-
- **For all employees with access to HRIT:**
 - Post nomination and approval of the recognition, the employee will be credited with points equivalent to the reward amount
 - Employee then has the option of redeeming the points against the galaxy of options available on the portal
 - The details of the award will get updated in the employee profile of HRIT

Reward and Recognition Guidelines



Rewarding Procedure

- **For all operators / team members with no access to HRIT:**
 - It will be an off-line process
 - Certificate is issued to concerned operators / team members
 - The copy of the final certificate will be put in their personal file
 - Amount of Rs. 2500 is credited to them via direct Bank Transfer

Reward and Recognition Guidelines



Recognitions

There are two categories of non-monetary reward – ‘Job Well Done’ and ‘Thank you’

‘Job Well Done’

- The superior or peer can initiate and it does not require any approval in the system
- Any action by employees which warrant an appreciation without any monetary aspect, can be done by individual cards or badges
- An e-certificate would be sent to the employee with a copy to all employees in the functional unit
- A card / badge can also be personally handed over to the individual employees
- For operators the badge will be personally handed over to the employee

Reward and Recognition Guidelines



Recognitions

'Thank you!'

- Employees may want to appreciate their peers for actions beyond or on-the-job which made a difference in achieving their own goals.
- This would be a 'Thank you' e-card initiated by the individual employee on the portal
- For operators a printed card will be given to the individual.



Ground Rules for all Personnel at Vakola

Revised Date: 4th April, 2022

Responsible Party: Corporate HR, Business HR & HO Admin

GROUND RULES

Ground Rules for all Personnel at Vakola



Visitor Management

- No visitor is to be allowed inside the work area of the building. Employees can only meet the visitors in the visitors' meeting rooms / lobby in the ground floor
- An exception to the above rule is visitors to the Directors' floor, who will be handled by the respective secretaries of the Directors
- Each meeting room has been provided with either short-put projector or Television Screen which can be used by concerned function / department for the purpose of meetings / presentations. For emergency two standby projectors have been kept, one at Ground Floor, Printing Room and other at 6th Floor. Said standby projectors would be given on a first come - first served, temporary basis. The projector must be returned to the Administration department post completion of the usage. Under no circumstances should they be left behind in the meeting rooms nor should they be kept with the person / function overnight. If the Administration office is closed for the day, then the projector must be returned to the Gate Security
- The ground floor meeting rooms would be open between 8:00 a.m. and 8:00 p.m. on working days. In the event that visitors are expected to be present beyond this time or on a holiday, the employee will have to inform the building administrator of the same so that suitable arrangements for personnel, security and other facilities can be made



Ground Rules for all Personnel at Vakola



Visitor Management

- Entry of visitors inside would be governed by the security guard and peon posted at the main gate through the Visitor Management System
- All the bookings to the conference rooms or the presentation accessories are to be made on a first come - first served basis. All room bookings would be available for viewing on Outlook. However, they can be changed or cancelled only by the person who made the booking. In case one finds the required meeting rooms occupied / booked, a request can be made directly to the person who has booked / occupied the meeting room for an exchange or a re-booking - which would happen only by mutual consent - the office administrator's interference in these matters should not be solicited. Please note that employees should suitably alter their reservations in the event that their schedule of meeting is altered so as to avoid needless booking of rooms
- Only tea or coffee would be served in the meeting rooms. The visitors and the employees would be free to use the tea / coffee vending machines in the visitor's lobby for any self-service. Cookies and dry snacks can be served in the meeting rooms. Lunch can be had only in the canteen

Ground Rules for all Personnel at Vakola



Visitor Management

- **Procedure at time of visitor entry:**

When a visitor comes into the building, the security guard/ peon at the main gate would enter the visitor's details in the Visitor Management System and generate a visitor's pass. The visitor would then be directed to the reception. For those visitors coming to meet with the Directors, the reception would direct them to the Sixth Floor reception and inform the personal assistant of the relevant Director of the arrival of the visitor

In case the employee is not traceable (not at the desk) the visitor's arrival would be informed to any one of the team members of the employee. It is essential that the function / department takes responsibility for its own visitors

The visitor is then asked to wait for the respective employee in the ground floor seating area. The employee can escort the visitor to the required conference room. In case of repeat visitors, the employee can request the receptionist to direct the visitor to the pre-booked conference room. However, the employee should proceed to the same pre-booked room immediately and not leave the visitor unattended

Ground Rules for all Personnel at Vakola



Visitor Management

- Special visitors who are to work along with our employees for long duration – like auditors, contractors and service providers– will be allowed inside the work area. However, an explicit sanction from the respective functional head of the concerned function would be required for the same. This would then have to be communicated to the building administrator with the name of the person, name of the organization of which that person is an employee and the length of duration for which the person should be allowed the use of the access card.
- There would be no peon service in the visitor's lobby. However, availability of staff to serve tea / coffee will be available in the meeting rooms.
- The entire system will be self-administered and discipline in managing visitors and timeliness would be the responsibility of the employee.
- As a practice it should be expected that a visitor with an appointment is not kept waiting.
- Access of work areas by visiting employees is permitted. Greater details on this matter are provided in the Access Control section of this document.

Ground Rules for all Personnel at Vakola



Visitor Management

- If any employee is expecting 5 or above visitors in the day who will avail of the food provided in the canteen, then the same needs to be communicated to the building administrator at-least a day in advance, so that the necessary arrangements can be made

Ground Rules for all Personnel at Vakola



Timings / Attendance Recording

- Please note that the Employee Travel and Driving Safety Guidelines Policy applies to Vakola employees. The rules below are in addition to those guidelines
- **Working Hours**
 - The office will work five days in a week. Saturdays and Sundays are the weekly offs.
 - The regular office hours would be 8:00 a.m. to 8:00 p.m. In normal cases, employees can enter the building between 8:00 a.m. and 11:30 a.m. and clock 8½ hours in a day for full-day attendance and 4½ hours in a day for half-day attendance. Thus there is flexi-time for 3.5 hours

Please note that employees having breakfast at office are expected to swipe in after having breakfast

- An employee reaching office after 11.30 a.m. but on or before 3.30 p.m. would be marked half day, provided said employee completes 4½ hours
- An employee reaching office after 3.30 p.m. will be marked absent for the day

Ground Rules for all Personnel at Vakola



Timings / Attendance Recording

- There can be no carry-over of working hours from one day to another
- The option of leaving 1 hour early once a month, thus clocking 7.5 hours instead of the usual 8.5 hours, is discontinued
- In case of unforeseen exigencies, the company may at its discretion, approve cases of late coming. However, it is to be noted that the same will not happen at an individual level
- Employees can stay beyond the normal closing time of 6:30 p.m. but up to a maximum of 8:30 p.m. for female employees and 10:00 p.m. for male employees; any one staying back beyond that would have to seek special written permission of the GM and above of the concerned function. Permission granted would have to be communicated to the Building Administrator before 4:00 p.m. on that day. In absence of this, the security officers will be well within their rights to request the employees to leave the office at 8:30 p.m. for female employees and 10:00 p.m. for male employees and close the office
- It should be noted that the janitorial and cleaning services personnel have been asked to start work at 7:00 p.m. and work till 9:00 p.m. They will vacuum clean the carpets, removing trash and completing other tasks. Inconvenience is regretted

Ground Rules for all Personnel at Vakola



Timings / Attendance Recording

- Working on Saturdays and Sundays would be discouraged. However, the office would be open between 10:00 a.m. and 5:00 p.m. on Saturdays only for those who need to finish some urgent work

Any staying back beyond that time would require special written authorization of the GM and above of the concerned function which would have to be submitted to the Building Administrator on the Friday prior to the Saturday in question.

- The office will remain closed on Sunday and working on Sunday would require special written authorization of the GM and above of the concerned function which would have to be submitted to the Building Administrator on the Friday prior to the Sunday in question

On Saturdays and Sundays, the Central A/C would be made operational based on 1 day advance request received from concern function.

- In addition to using the proximity card system, an entry into a register maintained by the security guard of the building will have to be made when working on a weekend (Saturday & Sunday)

Ground Rules for all Personnel at Vakola



Timings / Attendance Recording

- In addition to Saturday and Sunday, the office would have 10 National / Public / Festival paid holidays in the year. Out of these, 9 will be fixed holidays and the 10th would be chosen by the employee from a list of options provided by the administration team. The list of holidays is published and shared with all the employees by the administration team in the month of December every year for the next calendar year. The 10th holiday chosen by the employee has applied by themselves in the Attendance System. List of all applicable optional holidays will be available in said system for employees.
- Employees at Vakola have to enter details of outside duty, plant tours, branch tours, SL, XL, etc. in the Attendance System for each month before 10th of the next month, otherwise they will incur a loss of pay.
- **Attendance Monitoring**
 - The employee entry and exit into the office would be automated and would be managed through proximity card driven readers attached to an attendance machine – which are placed in the atrium on the ground floor of the office and on the 4th of KTS (Kalpataru Synergy), 1st and 2nd floor of Kalpataru Inspire, 3rd and 9th floor of Param House

Ground Rules for all Personnel at Vakola



Timings / Attendance Recording

- All the employees (Executives, Assistant Managers, Managers, Scientists, Specialists, and Staff, without exception) entering or leaving the building have to swipe in and swipe out. They will be provided with identity cards for this purpose
- If an employee is going out on-duty, then said employee would have to swipe out in the sensor and while re-entering (if said employee comes back to the office) swipe in. This would be necessary, as it is essential to know the exact number of people in the building in case of any emergency. Said employee needs to apply for Outdoor Duty (OD) leave in the Attendance System to account for the same
- Swipe in can be done only on the designated unit placed in the atrium on the ground floor adjacent to the elevator. Swipe out can be done only on designated units placed in the atrium on the ground floor adjacent to the elevator and at the rear fire escape exit. These are labeled to assist easy identification
- The leave rules for Executives, Assistant Managers, Managers, Scientists, Specialists and staff are highlighted in the Leave Policy

Ground Rules for all Personnel at Vakola



Access Control

- Access into the floors would be handled through individual sensors placed at the entry points to each floor
- Each individual will be given an access card which will also act as an identity card. All employees are expected to display their cards on person at all times within the building premises
- An employee with a bona fide identity card as well as auditors, consultants and service providers who are given visiting employee ID cards would be allowed access to all floors of the building during the office hours except the Directors' floor
- Visiting employees would be provided with floating identity cards and visitors will be provided with a computer generated visitor's pass along with a floating identity card. The cards would have to be necessarily worn by them during their visit. The visiting ID card would have to be returned by the visiting employees as well as visitors while exiting the office. The cards would have access similar to that which has been specified for other employees in the building
- During emergency all the access controls would be removed and automatically all the entry points would remain unlocked to facilitate easy evacuation

Ground Rules for all Personnel at Vakola



Access Control

- Employees who forget their access cards will be issued a visiting employee ID card by the Attendance Team available in Printing Room, Ground Floor, Head Office for Head Office based employees. For employees based out of 4th Floor, Kalpataru Synergy, visiting employee card will be issued by Reception of said floor. For employees based out of 1st and 2nd Floor, Kalpataru Inspire, visiting employee card will be issued by Reception of the 2nd Floor, Kalpataru Inspire. The visiting employee ID card number must be mentioned by the employee while applying for OD leave on that day. It is the responsibility of the reporting manager to check the punch in and out time by that visiting card with the attendance team before approving the outdoor leave.
- Reissue of cards will be permitted in case of loss to the card. For each reissue, the employee is charged Rs. 500/-. The same rule will apply to visiting employees, trainees, auditors, consultants and service providers

Ground Rules for all Personnel at Vakola



Telecommunication

- Every employee would be given a directly accessible dialing number. Any caller from outside would only have to dial in the first four digits of the company number and follow that with the extension number of the workstation to directly reach the employee
- All telephones in the building have the capability to dial local numbers
- STD facility is provided to employees on a need-basis post an e-mail from the employee's reporting manager to the Administration department
- ISD calls to be made for official purposes are to be routed through the telephone operator (9 or 6218-1000)
- No personal STD/ISD call should be made by the employee
- All managers above M3 would be provided with an IP CISCO phone
- The employees' extension number should be printed on the business card of the employee



Ground Rules for all Personnel at Vakola



Telecommunication

- If a call is unanswered by an employee, then the caller would be automatically transferred to the voice mail system (if the employee has configured the same)
- Calls received on the board-line number (6218-1000) and the calls transferred to the board-line would be answered by two operators between 8:30 a.m. and 6:00 p.m. All calls received after this time would be routed to the security guard's cabin at the gate
- There will be no "search" announcements for an employee nor would the receptionist / operator be expected to "search" for the employee when said employee is not at it's desk. The receptionist is instructed to politely refuse any such requests either coming from an outside caller or an internal person and direct the person to leave a voice mail message
- Further, the receptionist / operator is not expected to dial or "get" any local external numbers for the employees. Any employee who wants to make an ISD or STD call and who does not have that facility is expected to contact the operator for the same

Ground Rules for all Personnel at Vakola



Telecommunication

- When an employee is not available on it's and has to be traced urgently (only for medical emergencies), any of the team members of the employee would be informed and it would be responsibility of said team member to trace the employee and deliver the message
- In case a caller, after talking to an employee, wishes to speak with someone else, the line will be transferred to the concerned person at his desk. Shouting across the floor in order to transfer a call is considered inappropriate
- As a principle, wherever possible, it is expected that messages on the voice mail would be answered/dealt with within 1 day other than if the employee is on tour or on leave
- The volume of the telephone ring should be preprogrammed at “medium” decibel to avoid undue disturbance to co-workers. Employees may choose to lower the ring volume even further
- In case an employee is not available on it's desk for a long duration, said employee would be expected to clearly forward it's calls to the extension at which they would be available or can be suitably attended or provide clear instructions to the operator to transfer calls to the correct number. Similarly, on returning back to its desk, all call forwards should be cancelled



Ground Rules for all Personnel at Vakola



Mail, Internet Access Fax

- All employees in the office would be provided with an e-mail id for intra-organizational communication as well as external communication
- Certain protocol would be followed with respect to mails being sent and received from a workstation:
 - Attachments up to 5MB size would be allowed for mail within the office and for external mails
 - The employees should not send or forward chain messages / jokes / other nonofficial mails within the office. The systems administrator can intercept such mail and issue warnings wherever required. If a user is found to abuse the facility, then its 'email facility will be revoked
- Internet connection will be provided to all employees at their desktops and laptops
- Certain protocol would also be in place for Internet Usage:
 - Net access should be used strictly for official purposes. Firewalls will prevent access to known shopping and pornographic sites. The sites visited would be monitored. Warnings/suitable action will be taken against employees found misusing the access

Ground Rules for all Personnel at Vakola



Mail, Internet Access Fax

- All kinds of social networking sites, on-line chats and messenger services would be prohibited in the office. No software relating to these services should be loaded on to the PC. Any violation to this rule would lead to severe action
- Employees should only download files that are important and necessary. They are to ensure that files they download from the net are virus free. Any virus warning should be immediately notified to the systems administrator
- Employees are expected not to download unofficial pictures or screen savers from the net
- Similarly employees are expected not to download free software from the net without explicit and written permission of the Systems Administrator and even when allowed, they are not supposed to load the same on their PCs without permission of the Systems Administrator
- Unlicensed software should at no cost be loaded onto the PCs
- Please note that the above have been repeated for easy access. The overall usage of all computing resources and access to IT resources is governed by the policy on "Acceptable Usage Practices" which is available on Huddle



Ground Rules for all Personnel at Vakola



Office Storage

- The office is envisaged to be a “paper-lean” office – where use of paper is restricted to the minimum
- Employees are encouraged to distribute soft copies of reports and documents rather than the paper versions
- Senior management is expected to take lead in ensuring that unless it is absolutely essential, hard copies are not asked for
- To facilitate distribution of soft versions of the files, Microsoft OneDrive or Microsoft SharePoint or shared folders of the department on Huddle or other suitable systems may be made use of, for this purpose, which are provided by IT
- The workstations of employees would be provided with drawers and filing spaces sufficient for keeping files of immediate requirement

Ground Rules for all Personnel at Vakola



Office Storage

- For printing of hard copies of soft files / reports two printers / photocopiers have been provided per floor. These printers would form part of a common facility pool. Individual printers would not be provided in workstations and cubicles. Most of the occupants of the cabins already have either a laser printer or an inkjet printer. They may keep them but they are encouraged to use them sparingly for extremely confidential documents only. They should take the lead to print as little as possible and when printing to use the larger machines outside. In case the printer is not functioning, the employee is required to raise a ticket in Elixir for the same
- Have a printer / photocopier in the Central Printing room located on the ground floor of the building
- Files which are not of immediate use but which are required for reference often by the department can be stored in additional file racks and compactors that have been provided along the walls of each floor. These racks or compactors would be pre-allocated to each department based on perceived requirement
- Files which are of value / have a confidentiality attached / are used for special reference once in a while / Government-related or statutory can be stored in file compactors available in the basement. These compactors have been allocated to each department based on perceived requirement. The keys for these compactors are available with the security supervisor

Ground Rules for all Personnel at Vakola



Office Storage

- For files which contain transaction records more than one year old or for files that are not required frequently by each department, a separate storing facility off site (safe-house) has been created with necessary support

Ground Rules for all Personnel at Vakola



Canteen – Consumption of Food including Breakfast, Lunch Snacks

- Consumption of all food must be done only in the canteen or in the pantry areas. No consumption of food is allowed outside of the canteen, the above mentioned pantry areas and the 6th floor dining area
- The canteen in the office would be operated by an external contractor
- There would be no cooking of food inside the office premises. The contractor will serve pre-cooked vegetarian meals in the Canteen
- The canteen will serve breakfast, lunch and snacks at the office. Juices, Sandwich, Softy Ice cream & Filter coffee would be available in the canteen throughout the day
- Tea and coffee vending machines would be located at accessible points in each floor and the employees are expected to "self-serve" themselves at these machines
- Breakfast will be served between 8.00 a.m. and 10:15 am. Lunch would be served in the canteen between 12.00 p.m. and 3.00 p.m. Snacks will be served from 5.00 p.m. to 7.00 p.m
- The canteen serves lunch from Monday to Friday. The canteen is not operational on Saturdays and Sundays

Ground Rules for all Personnel at Vakola



Canteen – Consumption of Food including Breakfast, Lunch Snacks

- The canteen can accommodate around 275 employees at one time. Considering the fact that the office strength is higher, employees are expected to go to canteen in batches for lunch. The following are some guidelines relating to the same:
 - Further, all workgroups / departments are expected to go for lunch together
 - The VPs / GMs of the concerned functions are expected to take lead in ensuring that the above two practices are followed
 - Peons, drivers, security and house-keeping staff would have to go for lunch between 2.00 p.m. to 3.00 p.m
- Suitable rates for breakfast, lunch and snacks have been negotiated with the contractor. Each employee will be eligible to avail of a subsidy of Rs. 36/- per day when they are attending office. The difference of the subsidy with the negotiated rate (which will be notified from time to time) will be deducted based on the value swiped at the time of taking the meal. The subsidy can be availed on a per day basis for any food consumption in the canteen. That is, if an employee does not have lunch in the canteen but has snacks in the evening, then the subsidy can be availed then

Ground Rules for all Personnel at Vakola



Canteen – Consumption of Food including Breakfast, Lunch Snacks

- The amount that an employee pays would be revised at the discretion of the management. This revision would be tied in with the rate negotiations with the Canteen contractor and would typically coincide with contract renewal
- We have placed access sensors in front of the serving counters. An employee will have to swipe it's card on these and the canteen contractor will debit the stated cost of the meal through the key entry system
- There would be a provision for heating up of food / lunch boxes brought from home in the Canteen. A microwave oven would be provided for this purpose. Employees will be requested to purchase plastic lunch cases that are suitable for use in microwaves to avail of this facility
- If visitors or visiting employees are having lunch in the Canteen, the employee being visited would have to swipe it's card for as many visitors/ visiting employees accompanying them
- The lunch expenses of visitors and visiting employees would be taken up by the Company

Ground Rules for all Personnel at Vakola



Canteen – Consumption of Food including Breakfast, Lunch Snacks

- If the Department / Function wants to have a celebration for a birthday, anniversary, promotion, etc. then they will have to use the canteen facility for the same. They need to indicate to the building administrator by 4 p.m. one day in advance before the celebration. The administrator needs to be communicated the requirements for plates, cutlery, glasses, cake, cold drinks etc. The canteen contractor would be requested to supply snacks for the same, if requested by the Department / Function. A standard rate will be negotiated. The bill for the entire party will be sent within 1 week to the concerned department/ function that will settle the expenses through the Reimbursement Workflow

Ground Rules for all Personnel at Vakola



Smoking / Alcohol Consumption

- The entire office area is a no-tobacco zone. Defaulters will be penalized Rs. 500/- for every default
- This means that the consumption of the following would not be allowed inside the office premises:
 - Cigarettes including E - cigarettes
 - Pan
 - Ghutka
 - Chewable tobacco
 - Alcohol
- There is no smokers' room in the building. Smoking in the bathrooms / washrooms or in the fire escapes is not allowed
- No spittoons are provided and employees using the wash basins in the bathrooms for pan / tobacco spitting will be penalized
- There is no exception made for any employee in any of the above mentioned rules concerning the consumption of tobacco within the office building / premises

Ground Rules for all Personnel at Vakola



Smoking / Alcohol Consumption

- Consumption of alcohol is totally prohibited in the building and compound area
- Employees are requested to inform their chauffeurs about the same

Ground Rules for all Personnel at Vakola



Personnalisation of Workplace

- It is expected that standard furniture and accessories given to a workstation / cubicle / cabin are not changed by the incumbents. This is to ensure uniformity in the look of the office
- The employees are expected not to change the structure or arrangement of the cabin, cubicle, or workstation in any way
- Extra provisions / wood work for keeping books, files etc. is not made at any workplace
 - This is irrespective of the profile of the employee's work portfolio
 - Wherever possible, separate bookshelves might be provided for departments like Excise, Legal, HR, etc. for storing. Individual cabins are not meant to be used for this purpose
 - Any requests for change must be made after due sanction of the VP of the respective function to the building administrator who will consult necessary personnel and then either confirm or deny the request
- No custom-made items like blinds on the glass walls of the cabins, blinds on the windows, manual telephone locks, waste paper baskets etc. would be allowed other than any extra equipment required for medical purposes

Ground Rules for all Personnel at Vakola

Personnalisation of Workplace

- Employees might pin up notices or messages onto the soft boards provided at their work place. These pin-ups would have to be made using standard clips / pins provided by the office administrator
- Further, soft toys, small idols, displays, photographs, penholders, etc. would be allowed to be kept on the work desk
- Display of an employee's name is essential at the work desk said employee is at
 - This display would be in form of standard pin-ups that would be provided by the office administrator
 - These pin-ups would have to be put up on the soft boards provided
 - The employees would not be allowed to make their own name tags
 - These pin-ups would also have to be put up in the cubicles and cabins

Ground Rules for all Personnel at Vakola

Personnalisation of Workplace

- The employee should ensure that there is no cluttering of the soft board provided to them and that obtrusive or inelegant materials that spoil the aesthetics of the place are not used. The office administrator would have the right to point this out to an employee
- No material should be pasted onto the walls and partitions of any of the work areas for any reason whatsoever

Ground Rules for all Personnel at Vakola



Dress Code

Purpose

These guidelines set to broadly define acceptable workplace wear at Asian Paints. This will enable employees to have greater freedom in choosing what to wear, while ensuring that corporate etiquette and decorum is maintained. The following sections define the broad guidelines to be followed. We believe that our employees have good judgment, understand the context in which we work and will make the right decisions in dressing appropriately.

Dress code guidelines

All employees of Asian Paints represent the organization at the office location as well as during work related events outside. In order to continue to maintain a professional image of the organization for our customers, business associates and the public, it is expected that employees dress appropriately for all work related engagements at all applicable locations, in line with their designated responsibilities and / or work areas.

All Asian Paints employees (except at locations which already have defined uniforms, including certain plants) can wear business casual wear on all working days. Business casual wear refers to casual clothing that is appropriate for a professional office environment. It is clothing that allows you to be comfortable at work yet look neat and professional.

Ground Rules for all Personnel at Vakola



Dress Code

Employees should consider each day's activities (i.e. customer visit, dealer visit, business lunch, vendor meeting, conferences, campus visits etc.) and exercise their judgment to determine what to wear.

Appropriate Business Attire

Listed below is an overview of different types of casual wear and whether they are acceptable or not. This list is not intended to be all inclusive or exhaustive. Instead, it is indicative and helps set the general parameters for workplace attire.

If you are not sure whether wearing something is acceptable or not, it is recommended that you choose something else or take a colleague's advice.

Ground Rules for all Personnel at Vakola



Dress Code

Men

Acceptable

1) Formal Shirts



2) Formal Trousers



3) Polo T shirts with collars



4) Chinos or Dockers



Ground Rules for all Personnel at Vakola



Dress Code

Men

Acceptable

5) Casual Shirts with collar



6) Jeans



7) Blazer or Coat



Ground Rules for all Personnel at Vakola



Dress Code

Men

Not Acceptable

1) Faded or ripped jeans



2) Sweatpants



3) Round Neck T shirts



Ground Rules for all Personnel at Vakola



Dress Code

Men

Not Acceptable

4) Shorts



5) T Shirt with large logos



6) T Shirts with Slogans



T-shirts with inappropriate pictures, gym clothes, spandex and other form-fitting pants, and excessively worn or faded pants are not acceptable. Any form of clothing that is generally offensive, controversial, disruptive, contains political, personal or offensive messages is not acceptable.

Head covers or any other attire that are required for religious purposes or to honor cultural tradition are allowed.

Ground Rules for all Personnel at Vakola



Dress Code

Footwear

Acceptable

1) Loafers



2) Formal Shoes



3) Sneakers



Ground Rules for all Personnel at Vakola



Dress Code

Not Acceptable

1) Sandals



Any open footwear is not acceptable.

2) Flip Flops



Ground Rules for all Personnel at Vakola



Dress Code

Women

Acceptable

1) Saree



2) Salwar Kameez



3) Trousers



Ground Rules for all Personnel at Vakola



Dress Code

4) Pant Suits



5) Casual shirts



6) Knee length Skirts



Ground Rules for all Personnel at Vakola



Dress Code

7) T-Shirts with Collars



8) Jeans



Ground Rules for all Personnel at Vakola



Dress Code

Not Acceptable

1) Faded or ripped jeans



2) Sweatpants



3) Shorts



Ground Rules for all Personnel at Vakola



Dress Code

T shirts with inappropriate pictures, gym clothes, spandex and other form-fitting pants, and excessively worn or faded pants are not acceptable. Any form of clothing that is generally offensive, controversial, disruptive, contains political, personal or offensive messages is not acceptable.

Head covers or any other attire that are required for religious purposes or to honor cultural tradition are allowed.

Adherence to the guidelines

Managers are expected to inform employees when they are not adhering to the guidelines specified. This may, in extremely rare cases, lead to employees having to leave work to change their clothes.

Ground Rules for all Personnel at Vakola



Help in Personal Work

- Help would be provided to employees for small errands in the following areas:
 - Personal courier (to be charged on actual- corporate rates not applicable)
- An ATM of the HDFC bank has been put up in the premises of the building. Employees might use the ATM for any withdrawals or deposits



Day Care Facility



Revised Date: 1st Nov, 2019

Responsible Party: **Corporate HR, Business HR**

Day Care Facility



Eligibility

- The Day Care Centre will be open to all children of permanent employees of Asian Paints, who are in the age group of 6 months to 6 years
- Total number of seats at the centre will be 20.
- Registration will be on a first come first serve basis



Terms and Conditions

An employee would need to agree to the terms and conditions of operation of the center for their child to be enrolled into the Day Care Centre. The Day Care Centre will maintain all records for the child, as per their agreement with the parents.

Day Care Facility



Working Hours

Operating hours from Monday to Friday, 8:00 am and 7:00 pm subject to holiday list of the Day Care Centre.



Registration process

For Registration employee needs to write a mail to Parul Kudawla at parul.kudawla@asianpaints.com with the following details:

Name of employee	
Employee code	
Designation	
Date from which the day care service will be used	
Contact number	

Registrations for the center will be accepted on a first come first serve basis. The seat will be blocked on this basis for a start date maximum one month in advance. (for e.g. if today is 30th April and an employee wants to block a seat starting the month of July, they will need to inquire again in June and will be allotted the seat based on the availability at that point in time).



Day Care Facility



Joining and Exit

Address of Day Care –

B/201, Param House, Santacruz East, Mumbai-400055



Fee and Payment Process

A fee of Rs. 10,000/- (Rupees Ten Thousand Only) (no taxes applicable) per month will be payable by the employee which will be deducted from the employee's salary on a monthly basis. The amount charged for will be reviewed annually in the light of prevailing market rates. In case the centre is used for a portion of the month, pro-rated monthly fee will be deducted from the employee's salary for that month.



Internal Job Posting (IJP) Policy

Revised Date: 1st April, 2023

Responsible Party: Recruitment Team



APPLY NOW

Internal Job Posting (IJP) Policy



Objective:

This policy is aimed at providing growth opportunities to employees by facilitating internal cross-functional movements. This can provide employees with the opportunity to an alternate career path within the organization.



Eligibility for application:

- Employees should have completed at least 24 months in their current role.
- Employees can apply to an IJP which is at equivalent paygrade to their current paygrade.
- Employees must conform to any other minimum criteria included in the job description circulated with the IJP email by the Human Resources team.
- *Employee can be recommended by their manager for elevation to a particular position opened under IJP.

Internal Job Posting (IJP) Policy



Guidelines

- The Line Function and the Business HR will decide on opening a given vacancy for Internal Job Posting. Once opened, the IJP will be communicated to respective employee groups via email by the Human Resources team
- Interested employee needs to inform their manager before applying
- Business HRs need to keep the respective Function heads of the employee informed while scheduling the interview.
- The position will be open for applications from internal employees for 7 days. All eligible internal applications received within 7 days, will be evaluated, and only the shortlisted applicants will be informed and interviewed
- These shortlisted employees would be interviewed by the Functional Head of the hiring vertical/function along with Business HR
- The selection panel will decide on the most suitable candidate for the position. The panel can take feedback on the candidate from the current reporting manager
- Movements on account of IJP will be considered as Transfer to new role and will not be treated as Short Term Deputation
- Any compensation changes with respect to the new role, if applicable, will be as per Company Policy
- Selected candidate, as far as possible, will thereafter be released from the current vertical / function latest within

Internal Job Posting (IJP) Policy



Guidelines:

- 60 days for Executives
- 90 days for Assistant Managers / Managers / Scientists / Specialists.
- In case the sending function is unable to find a replacement within the stipulated time, the hiring function needs to spare 7-10 days for handover once the position with sending function gets filled basis mutual alignment
- Once the employee has applied for a position and they are not found suitable for a given position and another position with similar Job description opens, then the employee cannot reapply for at least one year
- *If an employee is being recommended by their manager for elevation to a particular position opened under IJP; Current manager of the employee should forward Promotion Recommendation form to the Hiring Manager. Based on the form, discussion between Functional Head of the hiring function, Business HR & the employee (if needed) should happen to check suitability of candidature for the available role

Internal Job Posting (IJP) Policy



Role – Employee's Manager

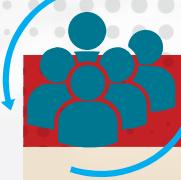
- Objectively support the candidate in reviewing the new role's job-description and help the employee in making a choice
- Assist the interview panel with information and feedback about the candidate which will help them with the assessment, when requested
- Facilitate smooth handover requirements and release the employee, as per above guidelines
- Work with HR on recruitment for the replacement but not make release contingent to the same



Role – Hiring Manager

- Objectively assess the candidate with respect to their overall profile and role fitment
- Close the Hiring decision as soon as possible and convey it to HR with specific feedback on all the internal candidates

Internal Job Posting (IJP) Policy



Steps for IJP Application

1. Go through the eligibility communicated in the IJP email from the Human Resources team
2. Inform your Reporting Manager if you are interested and eligible
3. Follow the steps in the email to apply for the same



Employee Referral Policy



Employee Referral Policy



Purpose

Asian Paints Limited hires throughout the year across the organization at various levels. This policy aims to actively encourage all employees to partner with the company in its endeavor to bring in the best-fit talent. This will enable our organization in its envisaged growth trajectory.

This policy is specifically aimed at enhancing the closure of hiring requirements for all levels below Assistant Manager / Assistant Management Trainee (Paygrades F / OF or F/XT) except off roll / operators / team members / equivalent cadres.

Employee Referral Policy



Eligibility for reward

- All employees up to Senior Manager / Group Senior Manager cadres (excluding operators / team members / equivalent cadres) who are a part of Asian Paints Limited (APL) can refer candidates and be eligible for monetary reward
- While we strongly encourage every employee to refer relevant candidates, following employees will not be eligible for reward:
 - Employees falling outside the eligibility indicated in the point above
 - Reporting line for the open position up to Senior Manager / Group Senior Manager
 - Current incumbent of the position against whom the hiring is happening
 - Entire HR team (Including plant HRs) across cadres
 - Employees who have crossed the maximum payout limit indicated in policy

Employee Referral Policy



Eligibility for reward

- Following cases will not be eligible for reward:
 - If the reference has been made for any role that is not open on the employee referral portal
 - If the referred candidate is an ex-employee of the organization or any subsidiaries
 - If the referred candidate is employed with a vendor / consultant/equivalent that works with the organization or any of its subsidiaries
 - If the referring employee no longer works with the organization when the referred person joins
 - If the referred candidate works as an off-roll associate with the organization or any of its subsidiaries
 - If the candidate's profile has already been received from any other source (E.g. consultant / job portals / some other employee in the last 6 months etc.)
 - If reference has come for employee's immediate family and immediate in-laws. (Family comprises employee's immediate family relatives, which would include parents, spouse, and children)
- In case of any dispute in the administration of this policy, the final decision will rest with General Manager - Human Resources or above

Employee Referral Policy



Reward

- Referring employee shall be entitled to Rs 20,000 per joining of referred candidate contingent to maximum of 2 payouts per financial year per employee
- If referral and joining dates fall in two different financial years, referral date will be used to determine the year
- Monetary reward for the eligible referrals will reflect as a salary component taxable in the hands of employee
- Such reward will be disbursed in the following month salary cycle from the joining month of referred candidate

Employee Referral Policy



Procedure

- Employees can get information of active positions from the Application Tracking System. To access the same: HRIT → Home → Careers → Search Jobs
- Referral applications shall be uploaded in the Applicant Tracking System against the relevant position identifier
- At the time of referral, employee shall be required to respond to any mandatory questions (such as):
 - Reasons why Referred Candidate is deemed to be suitable for this position
 - Declare if the referred candidate is related in any manner to the employee (Yes / No)
 - If yes, please state your relationship with the Referred Candidate
 - Is the referred candidate working as an off-roll associate or is a part of any vendor / consultant / 3rd party teams working with the organization? (Yes / No)
 - If yes, please state the nature of engagement with Asian Paints / subsidiaries

Employee Referral Policy



Procedure

- If the referred candidate is an ex-employee of the organization or any subsidiaries (Yes / No)
- Communication shall be made to the referring employee only on the selection of referred candidate after the offer is accepted
- Reference for candidates stand valid for a period of 6 calendar months from the date of upload
- Evaluation of candidate will strictly be basis the prevalent recruitment practice and policies in the organization and the HR team shall not be obliged to explain reasons of rejection for any candidate
- For any queries regarding the administration of this policy, you may contact your Business HR teams or the Talent Acquisition team

Employee Referral Policy

NOTE

Note

- Any sort of active sourcing / posting (either as individual or on behalf of the organization) or bulk emails / messages on platforms like Naukri / LinkedIn etc. to gather profiles for referral will be considered as a violation of this policy
- Circulating in college alumni networks / WhatsApp group is acceptable
- No further information beyond the job description on Application tracking system can be shared. This includes but is not limited to salary details, team information, any information about the company not available in public domain etc.

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