

shantinagar
Shantinagar

Dear Potlapati Om Prakash Reddy

This is with reference to our letter of appointment dated October 4, 2024. We are pleased to bear the cost of your relocation (including any movement of your personal effects, any guesthouse stay charges) to facilitate your movement from Shantinagar to Bangalore.

The above mentioned expenses will become payable forthwith to Company on the happening of any of the following events:

Your resignation or leaving the service of Company before completion of One Year term from your date of joining the Company.

Termination of your services due to any breach of service terms, Company discipline or integrity policy.

Any other conduct due to which you are asked to leave the services of Company.


Except for the foregoing, your employment will be governed by the terms and conditions set forth in the letter of appointment.

Please sign a copy of this agreement as a token of your acceptance of the above terms.

Wishing you the very best,

For Genpact India Pvt. Ltd.

Accepted and Agreed



Ritu Bhatia
Senior Vice President - Human Resources

Potlapati Om Prakash Reddy



Relocation Details

Items	Entitlements -4A
Mode Of Travel	Economy class Airfare along with your spouse and children
Accommodation	Company provided accommodation for maximum of 15 days or Own stay arrangements
Type of Accommodation	Double Occupancy (as per company approved category of Hotel / Guesthouse)
Dependent Coverage	Spouse and Children
Duration Of Stay	Maximum of 15 days
Per Diem when using company provided guest house (includes food, transport, laundry, phone calls etc.)	Company provided accommodation INR 150/- per day for Employee and INR 100/- per day per dependent Own stay arrangement INR 1,000/- per day up to a maximum of 15 days
Movement of Household Goods	Transport Charges up to INR 9,000.00 + Packing Charges up to INR 15,000 + Insurance as applicable on depreciated declared cost of goods + Service Tax as applicable
Car Movement /Two wheeler	Transport Charges up to INR 9,000.00 + Car Lacing Charges up to INR 3000 + Insurance as applicable + Service Tax as applicable
Vehicle Registration and Road Tax (As per local state norms)	On actual up to one vehicle (as per local state norms)

Important Information:

Movement of Household Goods : on Actuals or up to the rates defined above whichever is less

Movement of vehicle: on Actuals or up to the rates defined above whichever is less,
Reimbursement allowed up to one vehicle i.e. either a car (Company or personal leased) or a two wheeler

Movement of Household Goods and Car are separate entitlements & cannot be clubbed together.
Therefore vendor invoice must have this break up

Guest house accommodation: Please drop a mail one week before with the date of your arrival so that the accommodation can be arranged accordingly.

All the relocation expenses have to be first incurred by the New Hire and then to be submitted for reimbursement along with relevant supporting documents and approvals (Please ensure you have all your bills/boarding passes with you)

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New Hire who is moving back to his hometown / place of permanent address is **not entitled** to Company provided accommodation and Per Diem.

New Joinee should ensure that the vendor invoice has the following before submitting it for reimbursement:

Total Volume of Goods

Car Model

Break up of Transport Charges and Packing / Car Lacing Charges

The cost of relocation is recoverable from the Employee if he leaves the Company within 12 months from the Relocation Date

The above mentioned limits are the maximum entitlements. If quotation submitted by vendor is higher than these limits (which could be due to multiple factors E.g. higher volume of goods etc.), Employee / New Joinee has to bear the extra expenses irrespective whether it is a Genpact empanelled vendor or any other.

All claims must be settled within 3 months of Relocation Date. Any claim settlement request after 3 months is not reimbursable.

For Genpact India Pvt. Ltd.

Accepted and Agreed

Ritu Bhatia

Senior Vice President - Human Resources

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