

OAAR Policy & Guideline:

Eligibility Cycle:

1. The OAAR Plan will work on a financial year basis i.e., April to March.
2. For joiners during the year, the OAAR amount will be prorated from the date of joining to March 31st. Employees can declare their choice of elements based on job needs as well as personal requirements and the limits under OAAR- on **HGS ESS portal** at the time of joining or when the portal is made open as the case may be.
3. Declarations once made, can only be changed in the months of April/ May and October.
4. **Other Allowances and Reimbursements policy** Version 8.0 Page 5 of 10
5. When the Payroll portal re-opens for declaration in October, any changes will be effective 1st October only. There can be no back-dated changes for declaration.

OAAR1				
Particulars	Declaration	Submission	Payout	Tax Savings
Remote Working Allowance	Declaration window in April/ May and October	Can be submitted throughout the year	Paid out monthly via payroll	Upto the bills submitted as applicable.
Books and Journals Allowance				
Professional Pursuit Allowance				
Conveyance Allowance				

OAAR2				
Particulars	Declaration	Submission	Payout	Tax Savings
Leave Travel Assistance	Declaration window in April/ May and October	Can be submitted throughout the year	Paid in same month's payroll post bills are submitted	Upto the bills submitted
Vehicle & Driver Reimbursement			Paid in same month's payroll post bills are submitted	
Meal cards		No Bills required		
National Pension Scheme	Employee to open NPS CG corporate account and the window is open throughout the year.	No Bills required	Paid as monthly contribution to NPS account	Upto the monthly contribution to NPS account

Tax Applicability:

S. N	OAAR-1 Components	Old Tax Regime	New Tax Regime
1	Remote Working Allowance	Tax Free Reimbursement*	Tax Free Reimbursement*
2	Books and Journals Allowance	Tax Free Reimbursement*	Taxable
3	Professional Pursuit Allowance	Tax Free Reimbursement*	Taxable
4	Conveyance Allowance	Tax Free Reimbursement only for differently abled*	Tax Free Reimbursement only for differently abled*
S. N	OAAR-2 Components	Old Tax Regime	New Tax Regime
5	Leave Travel Assistance	Tax Free Reimbursement*	Taxable
6	Meal cards	Exempt allowance	Taxable
7	Vehicle & Driver Reimbursement	Tax Free Reimbursement*	Tax Free Reimbursement*
8	National Pension Scheme	Upto 10% of basic	Upto 10% of basic

Details of individual elements under OAAR

1. Remote Working Allowance (OAAR 1)

Several of our employees are working from home regularly. Employees will be given this allowance in lieu of costs incurred while working remotely, including but not limited to cost towards internet, electricity, installation and maintenance of office infrastructure.

Below are two components:

1. Employees can claim landline, mobile bills and internet bills under this allowance which will provide tax benefits.
2. Remote Infrastructure Assistance Allowance: a. If employee is claiming internet or mobile reimbursement from Capgemini, then only the residual amount remaining post reimbursement; upto 36,000 annually can be submitted for tax benefit.

This allowance is also paid to defray the expenses incurred by employees for work related white goods, electricity bill, water bill, WIFI router, desk, modems, external monitor, mouse, extendable keypad, UPS for routers and desktops, table and chair etc. However, the employees will not get tax benefits in respect of these expenses and these elements are completely taxable.

Please note that any reimbursement directly claimed by an employee from the company cannot be considered under this allowance.

Document Requirements:

1. The claim can include 1 landline, 1 mobile phone, 1 internet connection in the employee's name, supported by appropriate bills.
2. Payout would be limited to maximum of 80% of the bill amount or the limit for the grade specified under this policy.
3. Landline can be in the name of self, spouse, parents, or landlord, provided it is installed at the address of the employee as per Capgemini's records.
4. If cell phone is provided by Capgemini, then employee can claim reimbursement for only 1 landline and 1 internet connection up to Rs. 24,000 per annum as upper limit.

For more details, refer FAQ on OAAR

2. Books and Journals Allowance

Below are two types:

1. Professional magazines, books, journals and periodicals (digital or print) purchased for official purposes, in relation to business activity and/or job profile of the employee will be considered under tax saving allowance.
2. Books of personal interest, pursuits and hobbies including newspapers and general magazines, child's textbooks etc. will not be considered under tax saving allowance.

Document Requirements:

1. The employee must submit genuine and authentic original scanned invoice copy along with the proof of payment.
2. The invoice must be in the employee's name and shall specify details like name of the book / periodical etc, and the author (wherever applicable).
3. The employee must take an approval from N+1 (Grade C2 and above only) proving that the books and journals purchased are in relation to the business activity/job profile of the employee. Such e-mail approval must be attached along with the invoice copies/payment proofs while claiming the tax benefit.

3. Professional Pursuit Allowance

During employment, employees are expected to upskill themselves on a regular basis, to learn new tools or skills that are necessary to perform their job role at Capgemini and to operate in a competitive market.

This component allows employee to claim reimbursement and defray special expenses towards the fee paid to any educational institution for furthering their professional and/ or technical knowledge in respect of the work they are doing for Capgemini, provided the following conditions are satisfied:

1. Course being pursued leads to a formal certification through a certificate/ degree/ diploma, after conclusion.
2. The institute/ university is registered and recognized as an educational body by UGC, AICTE or a State/ Union government.
3. The pursued course (degree/ diploma/ certification) leads to enhancement of skills, education, and knowledge of the employee, which he/she can substantiate as a tool for career growth/ knowledge enhancement in respect of the work/job role they are performing for the Capgemini.
4. Expenses incurred on literature from the university/ body from where the employee is pursuing the course will be covered under this benefit; however, any membership fees paid by an employee to the institute will not be covered.
5. Overseas online or offline certification courses are allowed, provided the course would enhance employee's professional / technical skills and would help them in improving performance of their official duties.

Maximum allowance provided as per grade given in **Table 1**.

Document Requirements:

1. The employee must submit the genuine and authentic original scanned invoice copy along with the proof of payment.
2. Employees should obtain mail approvals from their N+1(Grade C2 and above) before claiming the allowance and such approval is to be attached along with the invoice/payment proofs for claiming the tax benefit.
3. The invoice should be under the name of the employee.

For more details, refer FAQ on Professional Pursuit

4. Conveyance Allowance

This allowance is payable to employees to defray travel expense to and from employee's residence to workplace.

Important points to note:

1. Only employees who are orthopedically challenged or differently abled with mobility issues of lower extremities only (as defined under the Indian tax law) can avail tax exemption on conveyance allowance.
2. Employees who opt for the Capgemini's bus facility, the recovery will happen from the Conveyance Allowance.
3. Employees can choose only one option i.e., either the Conveyance Allowance or Vehicle and Driver Reimbursement for company leased vehicle or self-owned car.

Maximum allowance provided as per grade given in **Table 1. Other Allowances and Reimbursements policy**
Version 8.0 Page 8 of 10

- Medical Authority means a Neurologist OR Civil Surgeon/Chief Medical Officer of a Government hospital.
- Certificate to be issued by Medical Authority is available as FORM NO. 10-IA on Income Tax authority website.

Document Requirements:

1. Employees need to furnish the disability certificate in the portal for availing the tax exemption. By virtue of Income-tax (Eighteenth Amendment) Rules, 2005, as per Notification No. 177/2005 [F.NO. 192/25/200-TPL], Dated 29-6-2005, there is a FORM NO. 10-IA which is a Certificate of the medical authority for certifying 'person with disability', 'severe disability', 'autism', 'cerebral palsy' and 'multiple disability' for purposes of section 80DD and section 80U. Please note:
2. For more details, refer FAQ on Conveyance Allowance.

5. Leave Travel Assistance

LTA is a special benefit offered to employees towards the cost they may incur while travelling on leave. Employees can claim Leave Travel Assistance or LTA reimbursement towards domestic travel for self and family members as per the provisions of section 10(5) of the income tax act, 1961.

Important points to note:

1. The tax exemption for LTA can be claimed twice in a block of four years. The current block is from Jan 2018 to Dec 2021.i.e. one can claim for 2 journeys in a block of 4 years.
2. 5 days continuous Privilege Leave needs to be approved in LMS portal to be entitled to LTA reimbursement.

Document Requirements:

1. Scanned copies of the original travel tickets need to be submitted for claiming LTA. Submission of Boarding pass along with tickets is mandatory for air travel
2. Proof of leave. Ex- LMS leave approved screenshot.

For more details, refer FAQ on LTA

6. Meal Card

All permanent employees will be entitled to meal card for a fixed amount of INR 2,200 per month which can be used towards purchase of food & non-alcoholic beverages at the outlets affiliated with in the Capgemini's premises.

Important points to note:

1. Sodexo Meal Pass Cards will be loaded for employees every month if they have opted for it.
2. The Card will be distributed through the Sodexo Distribution POC's.
3. Employees can reach out to capgeminisupport.in@sodexo.com for further queries.

For more details, refer FAQ on Meal Card.

7. Vehicle & Driver Allowance

For Self-Owned Vehicle

This component will allow the employee to claim reimbursement of fuel, insurance cost, maintenance and driver salary expenses incurred on personal vehicle.

Important points to note:

Other Allowances and Reimbursements policy Version 8.0 Page 9 of 10

1. Fuel bills and driver salary paid for future costs. Maintenance & insurance can be claimed for year.
2. Maximum tax benefit for reimbursement will be calculated as per the below defined limits:

Cubic Capacity of Engine	Upto 1600 CC	More than 1600 CC
Fuel Reimbursement (Per Month)	INR 1,800	INR 2,400
Driver Salary Reimbursement (Per Month)	INR 900	INR 900

3. This benefit is applicable to employees who use their self-owned vehicle for both personal and official purpose.
4. Such reimbursement is applicable for use of four-wheeler only. Reimbursement claim of two-wheeler will not qualify for a vehicle reimbursement.
5. Employee who are availing the bus/cab facility or opted for conveyance allowance cannot opt for vehicle reimbursement.

Document Requirements:

To claim this amount employee would have to submit a scan copy of their vehicle registration certificate once and thereafter the scanned copies of the original receipts of expenses for claiming the car allowance and driver's allowance.

For more details, refer FAQ on OAAR.

8. National Pension Scheme

NPS is to assist employees to contribute towards a Pension scheme launched by Government of India and avail associated tax benefits. It is a system in which the contributions are invested under a mix of assets and the retirement corpus is determined on the returns of those assets.

Important points to note:

1. Permanent Employees in grade C and above can opt to contribute such percentage of their basic salary towards NPS as provided under law.
2. NPS will be adjusted from your OAAR 2 (if part of Pay Letter)
3. Employer's Contribution Investment up to 10% of Basic salary is exempted from income tax, subject to the cap of INR 7,50,000 in terms of absolute value.

Please read the NPS guidebook for further details.

Frequently Asked Questions

OAAR

1. What is Other Allowance and Reimbursement (OAAR)?

OAAR is a basket of tax and non-taxable benefits to help employee optimize and plan income tax benefits as applicable under income tax act and rules.

Changes in OAAR

2. What are changes as per the new OAAR structure?

There are 3 changes to the OAAR structure:

1. **The OAAR basket is divided into 2 OAAR baskets:** Employees could choose to include any of the elements either in the non-taxable or taxable category, subject to OAAR amount mentioned in the Pay Letter.
 - a. **OAAR 1:** For OAAR 1 is mandatory for employees to choose to avail tax benefits. If not, the amount will be paid out as taxable benefit.
 - i. Remote Working Allowance
 - ii. Books and Journals Allowance
 - iii. Professional Pursuit Allowance
 - iv. Conveyance Allowance
 - b. **OAAR 2:** All the elements listed are optional under this basket.
 - i. Leave Travel Assistance Allowance
 - ii. Meal cards
 - iii. Vehicle & Driver Reimbursement
 - iv. National Pension Scheme
2. **New Allowances introduced:**
 - a. Remote Working Allowance
 - b. Books and Journals Allowance
 - c. Professional Pursuit Allowance
 - d. Conveyance Allowance
3. **Previous Allowances are enhanced:**
 - a. Leave Travel Assistance - Enhanced for Grade C1 from INR 60,000 to INR 90,000 per year.
 - b. Meal cards - Enhanced for all Grades from INR 24,000 to INR 26,400 per year.
 - c. Vehicle & Driver Reimbursement - Enhanced from INR 21,600 to INR 39,600 per year for Grade B1.

3. When can I declare my allowances as per the new Structure?

In the month of April/ May or October.

4. What happens if I don't declare my allowances?

If you do not make any tax saving declarations, then you will not get the tax saving benefits that would have been applicable. Any amount that is not declared will be paid out to you along with your monthly salary after deduction of applicable taxes.

5. What is the tax applicability as per the new Tax regime?

S. N	OAAR-1 Components	Old Tax Regime	New Tax Regime
1	Remote Working Allowance	Tax Free Reimbursement*	Tax Free Reimbursement*
2	Books and Journals	Tax Free Reimbursement*	Taxable
3	Professional Pursuit	Tax Free Reimbursement*	Taxable
4	Conveyance Allowance	Tax Free Reimbursement only for physically Challenged	Tax Free Reimbursement only for physically Challenged

S. N	OAAR-2 Components	Old Tax Regime	New Tax Regime
5	Leave Travel Assistance	Tax Free Reimbursement*	Taxable
6	Meal cards	Exempt allowance	Taxable
7	Vehicle & Driver Reimbursement	Tax Free Reimbursement*	Tax Free Reimbursement*
8	National Pension Scheme	Upto 10% of basic	Upto 10% of basic

*Subject to conditions stipulated under individual allowance definitions

Overall Process

Declaration		Submission	Payout	Tax Savings
OAAR1				
Remote Working Allowance	Declaration window in April/ May and October	Can be submitted throughout the year	Paid out monthly via payroll	Upto the bills submitted as applicable.
Books and Journals Allowance				
Professional Pursuit Allowance				
Conveyance Allowance				
OAAR2				
Leave Travel Assistance	Declaration window in April/ May and October	Can be submitted throughout the year	Paid in same month's payroll post bills are submitted	Upto the bills submitted as applicable.
Vehicle & Driver Reimbursement				
Meal cards		Employee to open NPS CG corporate account and the window is open throughout the year.	No Bills required	Paid out monthly to the meal card
National Pension Scheme	Paid as monthly contribution to NPS account			Upto the monthly contribution to NPS account

6. How and when can I declare OAAR amount?

Existing Employee: Declaration towards selection of components needs to be updated on HGS Global's website - *India Talent Page > Helpdesk and Support > Payroll (HGS)*. This portal will be open for declaration for existing employees twice a year in the months of April/May & October.

New Joiner: Declaration towards selection of components needs to be updated on HGS Global's website - *India Talent Page > Helpdesk and Support > Payroll (HGS)* before 15th of the month by a new joiner.

➤ **Steps to declare OAAR plan**

- OAAR page Path: HGS Global's website - *India Talent Page > Helpdesk and Support > Payroll (HGS)*
- Click *OAAR Allocation*.
- Click on *OAAR Allocation*. Select the component you wish to plan.
- Enter your plan amount.
- Click on Submit button.

➤ **Steps to enroll to NPS:**

- Please check the [link](#) for detailed process.

Allowance under OAAR

I. Remote Working Allowance

7. Who can claim this allowance?

Employees will be given this allowance in lieu of costs incurred while working remotely, including but not limited to cost towards internet, electricity, installation and maintenance of office infrastructure.

8. What can be claimed under this Allowance?

Non-Taxable: Employees can claim landline, mobile bills and internet bills under this allowance which will provide tax benefits.

Taxable: Employees are also paid towards their electricity bill, water bill, WIFI router, desk, modems, external monitor, mouse, extendable keypad, routers, UPS for routers, UPS for desktops, head phones, external mic for calls, purchase of work stations - Table or chair. These elements are completely taxable and not tax free.

Please note that any reimbursement directly claimed by an employee from the company cannot be considered under this allowance.

- If employee is claiming internet reimbursement from Capgemini, then any residual amount remaining post reimbursement limited to 36,000 annually can be submitted for tax benefit.
Eg- for an Internet bill.

Monthly Internet Bill	Monthly reimbursed amount from Capgemini	Monthly residual amount claimed for tax benefits under Remote Working Allowance
INR 1200	INR 1000	INR 200

9. Will the whole bill be reimbursed?

Payout would be limited to maximum of 80% of the bill amount or the limit for the grade specified under this policy.

10. Should the broadband, mobile connection and landline be in the employee's name?

Broadband, mobile connection and landline can be in the name of self and installed at the address of the employee as per Company records.

II. Books and Journals

11. What and how much will the allowance cover?

Reading materials relevant to the professional nature of work in Capgemini. The allowance covers both online and offline subscriptions of professional magazines, books, journals and periodicals. Maximum allowance provided as per grade given in **Table 1** in the policy.

12. What will not be covered?

Books of personal interest, pursuits and hobbies including newspapers and general magazines, children textbooks etc. will not be considered for tax benefits.

13. How do I claim this allowance?

1. The employee has to take an approval from N+1(Grade C2 and above) proving that the books and journals purchased are in relation to the business activity/job profile of the employee. Such e-mail has to be attached along with the invoice copies/payment proofs while claiming the tax benefit.
2. The employee must submit the genuine and authentic original scanned invoice copy along with the proof of payment.
3. The invoice must be in the employee's name and shall specify details like name of the book / periodical and the author (wherever applicable).

III. Professional Pursuit

14. What does the allowance encompass?

This component allows employee to claim reimbursement of fee paid to any educational institution for furthering their professional and/ or technical knowledge. Professional development is any training, education, courses undertaken that is currently related to the nature of job pursued by the employee or assists in upskilling the employee for the present role. Course being pursued leads to a formal certification through a certificate/ degree/ diploma, after conclusion.

15. Which courses are allowed under this allowance?

1. Course being pursued leads to a formal certification through a certificate/ degree/ diploma, after conclusion.
2. The institute/ university is registered and recognized as an educational body by UGC, AICTE or a State/ Union government.
3. The pursued course (degree/ diploma/ certification) leads to enhancement of skills, education and knowledge of the employee, which can substantiate as a tool for career growth/ knowledge enhancement.

16. Will the allowance cover study material costs?

Expenses incurred on literature from the university/ body from where the employee is pursuing the course will be covered under this benefit; however, any membership fees paid by an employee to the institute will not be covered.

17. Can an employee claim reimbursement of overseas online or offline certification course under Professional Development Fees?

Yes, employees can claim reimbursement of overseas online certification course under Professional Development Fees, provided the course would enhance their professional / technical skills and would help them in performance of their official duties.

18. Can an employee claim reimbursement for 2-3 days certification course under Professional Development Fees?

Yes, the employee can claim reimbursement for 2-3 days certification course under Professional Development Fees, provided the course would enhance their professional / technical skills and would help them in performance of their official duties.

19. Can an employee claim reimbursement for paid professional seminars conducted under Professional Development Fees?

Yes, the employee can claim reimbursement for paid professional seminars if the course would enhance their professional / technical skills and would help them in performance of their official duties.

20. Which courses are NOT allowed under this allowance?

Any course or certification that does not enable professional development of the employee.

21. How do I avail the allowance and how much can I avail?

1. Employees must obtain mail approval from their Manager (C2 Grade) and above before claiming the allowance. Such e-mail has to be attached along with the invoice copies/payment proofs while claiming the tax benefit.
2. The employee must submit the genuine and authentic original scanned invoice copy along with the proof of payment.
3. The invoice should be under the name of the employee.

Maximum allowance of as per grade given in **Table 1** in the policy.

IV. Conveyance Allowance

22. What does this allowance cover?

This allowance is applicable as travel expense to and from employee's residence and workplace.

23. Does everyone claiming this allowance get tax benefit?

Employees who are orthopedically challenged or differently abled with mobility issues of lower extremities only (as defined under the Indian tax law) can avail tax exemption on conveyance allowance.

24. How do I avail tax benefits and what is the maximum allowance possible?

Employees need to submit differently abled certificate on the portal for availing this allowance and submit the bill as per [Bill submission](#) process defined below. Maximum allowance will be as per grade given in **Table 1** in the policy.

25. Can employees availing company paid bus facility / company car / car and driver allowance avail this allowance?

Employee who are availing either the bus facility or opting for the company car lease scheme or claiming car and driver allowance cannot get tax benefits for Conveyance Allowance.

V. Leave Travel Allowance(LTA)

26. How much LTA can I claim?

As per the provisions of the IT Act, employees can claim LTA reimbursement as per their eligibility defined in their salary structure subject to maximum limit mentioned in the **Table 1** in the policy.

27. How many times can I claim LTA?

LTA can be claimed twice in a block of four years. The current block is from Jan 2018 to Dec 2021.

28. What proofs are required to claim LTA?

1. Five (5) days continuous Privilege Leave needs to be applied and approved in LMS portal. It is mandatory for employee to submit proof of leave. Ex- LMS leave approved screenshot.
2. Original travel tickets need to be submitted for claiming LTA; Submission of Boarding pass along with tickets is mandatory for air travel

29. Why full amount of road transport is not considered under LTA exemption?

As per Income tax, LTA exemption is applicable only for domestic Air & Train transport. If the journey is by road transport, then equivalent first-class AC rail fare is considered.

30. Can I carry forward my LTA?

Any unclaimed LTA cannot be carried forward to next year.

VI. Meal Card (Sodexo cards)

31. What can the meal cards be used for?

Meal cards can be used for buying food & non-alcoholic related beverages via CG authorized meal card vendor (Sodexo Meal Pass Cards).

32. What is my eligibility for meal cards?

The minimum and maximum enrollment limit is fixed at Rs 2200 per month.

33. When does the money get loaded to the card and from whom can I get it?

Sodexo Meal Pass Cards will be loaded for employees every month if they have opted for it. The Card will be distributed through the Sodexo Distribution POC's.

34. Who do I reach out to in case I have any queries?

1. For Card related: You can reach out to the Sodexo team for any queries_ capgeminisupport.in@sodexo.com
2. For Card loading related: please raise a ticket on India Talent Page -> Helpdesk and Support -> Service Central

VII. Vehicle & Driver Reimbursement

35. Is it mandatory for the vehicle to be in employee's name?

Vehicles should be in employee's name.

36. Can the vehicle be used for personal use?

Employees can opt for vehicle reimbursement for official and personal use.

37. Is reimbursement allowed for 2-wheelers?

Reimbursement is applicable for use of cars only. Reimbursement claim of two-wheeler will not qualify for a vehicle reimbursement.

38. What is the maximum allowance for the different specification of cars and what all can be reimbursed?

Maximum tax benefit for reimbursement will be calculated as per the below defined limits:

Cubic Capacity of Engine	Upto 1600 CC	More than 1600 CC
Fuel Reimbursement (Per Month)	INR 1,800	INR 2,400
Driver Salary Reimbursement (Per Month)	INR 900	INR 900

The allowance can be reimbursed towards maintenance, fuel & insurance cost of the vehicle and will be non-taxable.

39. What is the maximum reimbursement for a driver?

A further amount of INR 900 per month can be reimbursed towards driver allowance and will be non-taxable.

40. How can I apply for Self-Owned Car / where should I submit my car documents?

You must upload car registration book (RC book) and Insurance on the HGS web portal along with the bills copy, at the time of claiming reimbursements. Uploading RCbook copy is one-time activity and should be done while uploading bills for first time in the financial year.

41. Can an employee availing company paid bus facility or conveyance allowance avail this allowance?

Employees who are availing the company bus/ cab facility or conveyance allowance cannot opt for vehicle reimbursement.

42. Why is my driver salary claim not processed?

Possible reasons are:

1. It's important to mention the month for which the driver salary has been paid.
2. Driver should sign on the receipt.
3. Driver's license is mandatory.
4. For Self-Owned Car claims driver salary paid per month is only INR 900.
5. If driver salary amount is more than INR 5000 then revenue stamp should be there on receipt (except in Karnataka state).
6. Claim amount is more than eligible amount.

43. Toll Fare / Parking expenses are considered under car maintenance?

No, it is not considered.

VIII. National Pension Scheme

44. Who are eligible for NPS?

Permanent Employees in Grade C and above can opt to contribute to NPS.

45. How much can I contribute to NPS?

Employer's Contribution Investment up to 10% of Basic salary is exempted from income tax, there is no cap in terms of absolute value. NPS will be adjusted from your OAAR 2 (if part of Pay Letter) or Personal Allowance.

You can read the NPS policy via following [link](#)

Claim Process

46. How to claim OAAR?

Employees can claim OAAR from below path by logging on to ESS portal.

- Use Claim Reimbursement option under My Transactions to generate Voucher ID.
- Use Image upload option to Upload bill copies.
- Please read Reimbursement Scan Image Upload process document available on ESS portal under Image Upload Tab.

47. My claim is not yet processed. Why is it so?

Possible reasons are:

- You may have submitted claim after the payroll cutoff date i.e. 15th of the month.
- Claim may be rejected. Visit ESS portal and see Claim History tab for rejection reason.

48. Why less amount is paid against the claim submitted?

Possible reasons are:

- Partial bills are likely to be rejected. Please refer rejection remarks on ESS portal under CLAIM HISTORY.
 - Once the bills are rejected employee must re-generate a fresh/new voucher under "Claim Reimbursements", and then upload all the relevant documents (including any proofs uploaded in the prior voucher) under Image Upload. HGS will not approve the rejected voucher or rejected voucher cannot be enabled again for uploading the supporting documents.
- Bill are reimbursed on pro-rate basis. Employees need not upload the same bills again.
 - Bills will be restricted to the extent of the monthly eligibility and paid, and remaining bills will get carried forward to the subsequent months for payment. Employee should not resubmit the approved bills again in the next month, system/process will handle this

49. Can employees claim for expenses of previous month in the current month?

Yes, employees can claim for previous month.

50. What will happen to unclaimed reimbursement?

Unclaimed amount will be paid as taxable under heading OAAR in March Payroll.

Bills Submission Rules

51. Rules of Bills submission:

- Employee must generate separate Voucher id for separate category of bill. For example: To claim Telephone bills, generate voucher id under telephone and likewise.
- Employee must mention Voucher Id / Employee Code / Employee Signature on face of bills. Under unprecedented events, where employee is not having access to printers and scanners, employee must copy bills in word or paint tools and type the above details. Signatory is not mandatory in such conditions.
- Employee must mention correct Voucher Id on bills. For example, if employee mentions Telephone Voucher id number on Vehicle bills and vice versa then bills will be rejected.

- Reimbursement team reserves the right to reject bills / Hold bills in case any clarification is required.
- Once the bills are rejected employee must re-generate a fresh/new voucher under "Claim Reimbursements", and then upload all the relevant documents (including any proofs uploaded in the prior voucher) under Image Upload. HGS will not be able to approve again the rejected voucher or rejected voucher cannot be enabled again for uploading the supporting documents.
- Employee must visit ESS portal -> Claim History option to check if any bills are rejected. This option will get Active after salary for the month is processed.
- Employee must hover mouse cursor on the ERROR CODE to read more in detail about the rejection reason.
- Under Telephone Reimbursement:
 - Employee can submit post-paid bills. Pre-paid recharge voucher. Connection must be on Employees Name.
 - Only 1 mobile, 1 landline and 1 internet connection per employee.
 - Internet / Broad band bills/Landline bills are to be in employee's name. Employee needs to attach supporting document in such cases. The address on bill and address proof should match.
 - Only 80% of the value of bill will be reimbursed. We assume 80% of the calls you make is official and 20% is personal.
 - GST number is mandatory for post-paid bill payments.
- Under Vehicle Reimbursement:
 - Car must be on Employees name.
 - It is mandatory for employee to upload copy of RC book every financial year.
 - Employee must upload RC book copy along with bills while submitting bills for the first time in the financial year.
 - If in case employee changes vehicle, then upload copy of new RC book along with bills.
 - Only Fuel / Maintenance / Insurance bills are allowed.
 - Bills should have VAT / TIN numbers on bills.
 - Employee using company provided transport cannot avail this option.
- All the bills will be reimbursed on pro-rate basis. Employees can claim and will be reimbursed only accumulated amounts. Future accumulations will not be process in present.
- Please read OAAR policy available on India Talent Page for in-depth understanding.

Note: Employee is solely responsible for any kind of Income Tax query they receive from ITR department. Hence please upload valid bills only.

Point of Contact

1. For any queries please raise it in QRMS
2. For any Escalations, please raise a ticket on India Talent Page -> Helpdesk and Support -> [ServiceCentral](#)> India Payroll Support
Query Category-Income Tax query
3. You can read more about the policy on Talent.
<https://talent.capgemini.com/in/> >> About US >> Support Functions >> Human Resources >> HR Policies >> OAAR