

FLEXIBLE BENEFIT PLAN

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{INC-2(Internal) --> Meant for employees within the organization}

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FLEXIBLE BENEFIT PLAN

Through this document, we wish to help you understand your compensation structure and draw your attention towards the **Flexible Benefit Plan** (FBP) offerings, which will enable you to avail maximum tax benefits. Let us get to know more details.

Your **Gross Salary** comprises both **fixed** and **flexible** components.

a) **Fixed** components, as the name suggests are “fixed” and only company has the right to modify these components.

- **Basic** is a fully taxable component.
- **Leave Travel Allowance** is fixed at 8.334% of basic and can be claimed as tax-free **twice** in a block of 4 years. The current block of four years is for the period, January 1, 2018 to December 31, 2021. To know more, please refer the policy, [here](#).

b) **Flexible** components can be structured basis your preference, in accordance with the defined framework. You can edit these components **only once** during the financial year.

In addition, please follow the **guidelines** listed in **annexure 1**, to avail tax benefit.

- **House Rent Allowance*** can be planned up to 50% of basic pay, subject to applicable income tax laws.
- **Telephone Expenses** can be planned up to 5% of basic pay. Original bills for landline/postpaid mobile connection/broadband/data card in your name only, can be submitted for the same.
- **Meal Allowance*** is a standard component, can be planned at INR 2200 per month. You are vested with the right to opt for the Meal Voucher Scheme, in order to save tax as part of the [Meal Allowance Policy](#), or continue to receive the Meal Allowance, as a taxable component as part of your monthly salary payout. You cannot withdraw from Meal Voucher Scheme in the same financial year.
- **Professional Development Allowance** can be claimed up to 10% of basic pay, if you undertake any professional skill development course or purchase any professional book for self-study. You will be required to submit original invoice along with proof of payment (i.e. cash receipt or bank statement).
- **Car Running & Maintenance** can be planned up to 20% of basic pay. You can claim for one car only, which is registered under your name. Expenses incurred on fuel and maintenance of car along with a logbook available at [Payroll Portal](#) can be submitted against the reimbursement. Driving license of the driver is mandatory, if you are claiming for driver wages.

Any expense incurred on travel from residence to office or office to residence will be considered.

- **Children Education Allowance** can be planned between INR 0 to INR 100 per month per child, up to 2 children.
- **Children Hostel Allowance** can be planned between INR 0 to INR 300 per month per child, up to 2 children.

Additionally, there is a component known as **Supplementary Allowance**. Any balance amount that is over & above fixed component or is not planned under available flexible component will be paid out as Supplementary Allowance and is fully taxable.

* These components are listed in this document as you have an option to restructure the same, within permissible guidelines, to avail maximum tax benefit. For these components, bills are not required to be submitted in FBP window.

Modify Flexible Benefit Plan :

- If you wish to change the structure of FBP components, please write to [Devinder](#). Upon receipt of request, the requisite format will be shared with you.
- Please ensure that you fill and share the format with Devinder, latest by **15th of the month**. Any inputs received post 15th will be considered for the subsequent month.
- If there is any error in the requested FBP, Devinder will revert to you, else updated FBP will be effective from the same month.

Points to Remember :

- The components which are part of FBP will be **paid every month by default** along with your salary, as **taxable component**.
- Submission of bills as per the specified guidelines, help you avail the tax benefit for the claim period in current FY.
- In case you do not submit bills on monthly basis, you will notice that your tax deduction will differ and increase every month. In addition, bill submission for complete FY in the last quarter may lead to excess tax submission to the government. In such scenario, you will be solely responsible to claim refund from income tax department through ITR filing.
- In case you have modified your FBP structure, then you can submit claims only from the subsequent month after the plan becomes effective.

- The deadline to submit soft copies of bills on [Payroll Portal](#) is **15th** of every month. For more details w.r.t. timelines, please refer annexure 2.
- Only soft copies submitted on payroll portal will be considered for tax computation. Please refer annexure 3 for detailed process flow.
- Hard copies are not required at this stage, however, do retain your bills for submission as & when required by Incedo in the current FY. You will be solely responsible for any tax impact arising due to loss of hard copies, despite submission of soft copies.
- The status of submitted documents will be shared with you by SGC (Our Payroll Partner), by **24th** of the month. All approved claims will be considered for tax computation in the same month.
- Post payroll closure, detailed summary of FBP entitlement and approved bills will reflect on [Payroll Portal](#) by **10th** of every month.

Annexure 1: Supporting Documents

Component	Range of Component	Acceptable Documents
Leave Travel Allowance	8.334% of Basic Pay	<ul style="list-style-type: none"> ✓ Train/Bus ticket ✓ Flight ticket and boarding pass ✓ Hired vehicle's invoice <p>Note :</p> <p># You cannot claim for more than 2 journeys in a block period of 4 years.</p> <p># Boarding pass is mandatory, if mode of travel is by air.</p>
Telephone Expenses	0 to 5% of Basic Pay	<ul style="list-style-type: none"> ✓ Landline/postpaid mobile connection/broadband/data card bill in employee's name only.
Professional Development Allowance	0 to 10% of Basic Pay	<ul style="list-style-type: none"> ✓ Invoice for any professional skill development course undertaken by the employee only. ✓ Purchase of professional books by the employee for employee self-study only. ✓ Proof of payment (cash receipt or bank statement) <ul style="list-style-type: none"> ○ For bills Upto INR 10,000 : Cash receipt is permissible. ○ For bills Above INR 10,000 : Only digital payment proof is permissible.

Car Running and Maintenance	0 to 20% of Basic Pay	<ul style="list-style-type: none"> ✓ Fuel and maintenance bills ✓ Driver wages receipt along with driver's DL. Revenue stamp is required, if the receipt amount is more than INR 5000. ✓ Car insurance copy ✓ Logbook (mandatory). ✓ Logbook Path : Payroll Portal >> Downloads >> Company Policies ✓ RC copy (mandatory) <p><u>Note :</u></p> <p># DL, RC & Insurance copy of a particular FY is only needed once. Post input, it will be auto uploaded by the system, in case of multiple claims.</p> <p># Amidst COVID, please do make a note of below.</p> <ul style="list-style-type: none"> ○ Logbook is mandatory for fuel and maintenance bills. ○ In case logbook is not available, only insurance and driver wages are permissible. <p>If you face any error while submitting the claim without logbook, then upload insurance/driver wage receipt against logbook tab.</p>
Children Education Allowance	INR 0 to 100 per month per child (Up to two children)	<ul style="list-style-type: none"> ✓ No bills are required. Only online claim submission is sufficient.
Children Hostel Allowance	INR 0 to 300 per month per child (Up to two children)	<ul style="list-style-type: none"> ✓ No bills are required. Only online claim submission is sufficient.

Annexure 2 : Key Timelines

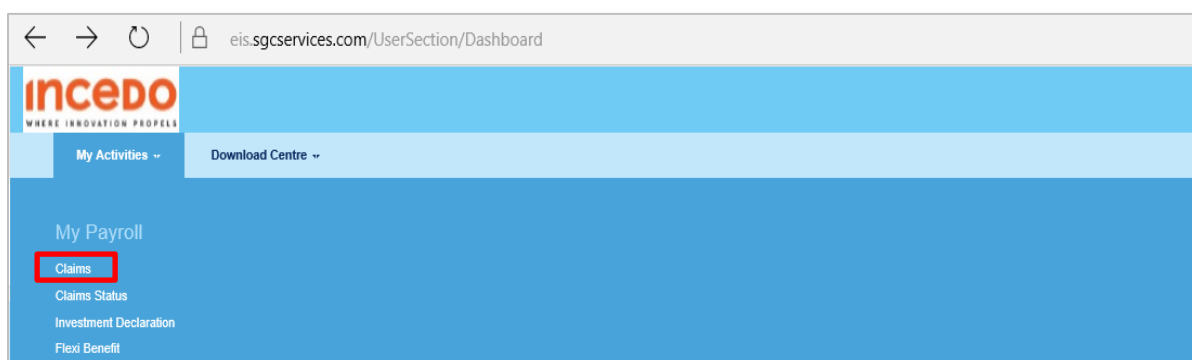
Date	Activity
25 th - 15 th of next month	The portal will be accessible for online submission of bills during this period.
21 st - 24 th of the month	<p>The portal will reopen and you will be able to view the status of the submitted bills.</p> <p>If there are any queries w.r.t. rejection from SGC's (Payroll Partner) end, then :</p> <ul style="list-style-type: none"> ✓ Please drop a note to payroll.incedo@sgcservices.com ✓ Share soft copies of requisite document/bill with payroll.incedo@sgcservices.com <p>Please note, this window is only for closing SGC's observations. You will not be able to upload any additional proofs, during this period.</p> <p>Basis the email and final approval received from SGC on or before cut-off date, payroll inputs will be calculated for the month and final status will reflect on the portal.</p>
16 th - 24 th of the month	The portal will be locked, hence won't be available for online submission of bills.

Annexure 3 : Online Bill Submission Process Flow

- Please logon to the [Payroll Portal](#)
- Enter your User ID and Password
E.g. User ID - INCEDO/EMPCODE
Password - Your date of birth in "DDMMYYYY" format

E.g. If your EMPCODE is 12345 and DOB is 20/01/1979, then your user id will be **INCEDO/12345** and first-time password would be **20011979**. You can reset the password through forgot option

- Click on "Claims" tab under "My Activities".



- Read the instructions carefully and click on “Claim” tab.

Claim

IMPORTANT INSTRUCTIONS FOR FLEXI-RELATED BILL SUBMISSION

1. All submission window is open only for current FY. Past and future dated bills are not permissible.
2. Only bill copies submitted on the portal, along with claim form, will be considered for its completion.
3. Do retain a backup copy of all bills and claim forms for your records.
4. These copies are not required at the time of submission, however, do retain your bills for submission as & when required by flexi in the current FY.
5. You will be asked responsible for any tax related liability due to loss of their copies, despite submission of bill copies.
6. Please read annexure (I) - supporting documents guidelines carefully, before uploading the bill copies.
7. The claim amount will include the gross bill, GST, and other charges.
8. Maximum the amount allowed is ₹10 Lakhs. If there are multiple documents for one component or partial, then please ensure all are scanned and saved as one pdf or clipped together and then uploaded.
9. In case any flexi is payment protected, do mention the payment in remarks tab.
10. Please read annexure (II), for key deadlines.

Annexure (I) - Supporting Documents Guidelines

Component	Range of Component	Acceptable Documents
Leave Travel Allowance	0.334% of Basic Pay	✓ Inflight ticket ✓ Flight ticket and boarding pass ✓ Hotel booking invoice Note # This cannot claim for more than 2 journeys in a block period of 4 years. # Booking pass is mandatory, if mode of travel is by air.
Telephone Expenses	0 to 5% of Basic Pay	✓ Landline/mobilet number connection charges/bills/charges used bill in employee's name only
Professional Development Allowance	0 to 10% of Basic Pay	✓ Invoice for any professional skill development course undertaken by the employee only ✓ Purchase of professional books by the employee for employee's self-study only. ✓ Proof of payment (cash receipt or bank statement) ✓ Enrollment and maintenance fee
Car Running and Maintenance	0 to 20% of Basic Pay	✓ Other receipt receipt along with driver's DL. ✓ Insurance policy in employee's name, if the receipt amount is more than ₹10,000. ✓ Log book (mandatory). Please Click here for Log Book ✓ RC (only mandatory) ✓ No bill required. Only online claim submission is sufficient.
Children Education Allowance	₹400 to ₹100 per month per child (up to two children)	✓ No bill required. Only online claim submission is sufficient.
Children Hostel Allowance	₹400 to ₹500 per month per child (up to two children)	✓ No bill required. Only online claim submission is sufficient.

Annexure (II) - Key Deadlines

Period	Activity
1st to 15th of next month	The portal will be accessible for online submission of bills during this period. The portal will remain open and you will be able to upload the status of the submitted bills. If there are any queries or it is requested from SSC's (National/Regional) level, then: # Please drop a note to portal.support@incedo.com # There will be no response of any queries from SSC's (National/Regional) level.
16th to 30th of the month	Please note: This window is only for clearing SSC's observations. You will not be able to upload any additional proofs during this period. Based on the email and their approval received from SSC's on or before cut-off date, portal inputs will be calculated for the month and final status will reflect on the portal.
1st to 30th of the month	The portal will be locked, hence even the available for online submission of bills.

Claim

- Claim dashboard for all components will be accessible on this screen. Please fill adequate details and click on “Add” tab.

My Activities ▾ Download Centre ▾

Claims

Claim Type * CAR RUNNING AND MAINTENANCE ▾

Bill No *

Bill Date *

Bill Amount *

Vendor/Client Name *

Bill Period From * To *

Attach Bill/Invoice/Receipt *

Attach Log Book *

Attach RC *

Attach DL *

Attach Insurance *

Remarks

+ Add

- After filling in all the required data, click on the **Add** button to add next claim.

- Once all claims are added, same will be visible in “Claims Cart” for final review. Post review click on “Apply All Following” tab for final input.

Claims Cart

Note :- You have only added the following entries in the claims cart. You need to click on the 'Apply' button to apply the claims.

Show entries

Search:

Id	Claim Type	Bill No	Bill Date	Amount	Vendor Name	Remarks	View Attached	
332741	PROFESSIONAL DEVELOPMENT ALLOWANCE	1452	17/Sep/2020	4555	SGC	123456		Edit Delete
332720	TELEPHONE REIMBURSEMENT	123456	18/Sep/2020	1525	123455	PASSWORD:123456		Edit Delete

Showing 1 to 2 of 2 entries

Previous **1** Next

- Post final input, claim forms can be downloaded or printed, for records

Claims History

Show entries

Search:

Id	Ref No	Claim Code	Claim Type	Claim Date	Grand Total	Applied On	View Attached	Download / Print
332427	60896	RIM_LTA	LTA(LEAVE TRAVEL ALLOWANCE)	10-Sep-2020	4455	10-Sep-2020		
332423	60893	RIM_LTA	LTA(LEAVE TRAVEL ALLOWANCE)	10-Sep-2020	100	10-Sep-2020		
19	60973	RIM_TELE	TELEPHONE REIMBURSEMENT	17-Sep-2020	9999	17-Sep-2020		
18	60972	RIM_PDA	PROFESSIONAL DEVELOPMENT ALLOWANCE	17-Sep-2020	9999	17-Sep-2020		
17	60971	RIM_HOSTEL	CHILDREN HOSTEL ALLOWANCE	17-Sep-2020	1	17-Sep-2020		

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Revision History

S. No.	VERSION	DATE	AUTHOR	APPROVAL BY	REMARKS
1	1.9	1-Apr-2021	Neetu Singh	Akansha Mehrotra	Copyright year changes (2021- 2022)