



Annexure 4: Joining Expenses (applicable for outstation candidates only)*

You will be eligible for reimbursement of relocation expenses as follows:

- Travel expense for flight (economy class)/Train (3rd AC)/Luxury Bus ticket expenses incurred during the time of onboarding (travel from current location to Onboarding location and return to reporting location)
- Local conveyance which includes current location to Airport/Bus stop/Railway station and to Guest House/Hotel at Onboarding location, back to Airport/Bus stop/Railway station, then to Hotel/Place of stay at reporting location. This will be against the bills/receipts.
- DA of Rs.500/- (Rupees Five Hundred only) per day, up to a maximum of 4 days at the Onboarding location will be applicable for the purpose of local conveyance and food expenses. You may use Company shuttle service wherever available, for commutation between Guest House to Office and back to Guest House. This is applicable only for outstation candidates, for those who's reporting location is not same as onboarding location (based on travel tickets: allowed maximum one day before onboarding day, two days of onboarding + orientation, maximum one day after onboarding) or outstation candidates whose reporting location is also onboarding location (based on travel tickets: allowed maximum one day prior onboarding day, two days of onboarding + orientation).
- Actual expenses for packing and transportation of one truckload of household articles. The steps to obtain reimbursement are:
 - a. Quotations from three different transporters to be obtained.
 - b. Actual transportation should be made through the agency that has given the lowest quotation (inclusive of insurance and all other expenses)
 - c. All the 3 quotations are to be submitted along with proof of actual payment while claiming reimbursement.
- Flight (economy class)/Train (3rd AC)/Luxury Bus ticket fare for self and family (spouse and dependent children below 18 years of age).
- Hotel stay (Company Guest House preferred): Single room tariff not to exceed **Rs.3500/-** per day (if with family tariff will be for double occupancy for the same category of room) up to a maximum of 15 days from the date of reporting. DA not applicable for these days.

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