

Effective from 1st February, 2016

Claims Cycle

All Non CTC claims should be raised on GreyTHR by uploading copies of the supporting document before the timelines mentioned below:

Claims	Timelines	Disbursement
Non CTC	On the 8th or 18th of the month	10th & 20th of every month

Note :

- Claims older than 90 days (should be claimed within the fiscal year i.e. April to March) shall not be reimbursed.
- Associates s will be required to provide the hardcopies of the bill/supporting documents in case of any tax od audit requirement

GYMNASIUM REIMBURSEMENT

All PARKAR Associates s are encouraged to keep themselves healthy and fit. Parkar shall reimburse up to 50% of the yearly gymnasium membership per annum for individuals (Maximum of Rs.5000) or family membership (Maximum of Rs. 7500) or, whichever is lesser.

Note:

- This benefit is only applicable from the date of joining
- Reimbursement will be made on pro-rated basis based on membership duration as well as joining date
- This reimbursement will be taxable
- On the event of separation within 12 months of Associates availing this benefit, the reimbursed amount will be recovered from the Associates on a pro-rated basis.

TEAM LUNCH

PARKAR believes in building an organization culture that operates on healthy and cohesive performing teams. As a step towards the same, every team in the organization is entitled Team Lunch. The budget for the same is to the tune of Rs.500 per person per month (inclusive of taxes). Team has an option to utilize this budget quarterly. Refer to below table.

Quarter	Claim by
April- June	Before 8 th of July
July –September	Before 8 th of October
October – December	Before 8 th of January
January – March	Before 8 th of April

To ensure that teams avail this benefit, the budget in case unutilized, cannot be carried forward to subsequent quarters nor can be advanced.

Note:

1. Bills pertaining to expenses incurred towards alcoholic will not be reimbursed.
2. Associates s will have to make their own transportation arrangements for any team lunch event
3. Only L1/L2 Manager can claim for Team Lunch reimbursement.
4. You can only claim for a Team member after his Date of Joining

MARRIAGE GIFTS

Associates getting married during their tenure at PARKAR shall be eligible for a one time Marriage Gift of INR 10,000/-(Ten thousand rupees). The claim for Marriage Gift can be made within one year from the Marriage Date. The amount would be paid along with the subsequent month's Salary of the Associates submitting the claim. Marriage gifts will be subject to applicable income tax deductions.

Mobile and internet policy

One time installation fee for a home broadband connection or data card device charges has to be borne by the Associates. An Associates can claim monthly reimbursement of internet expenses

Monthly rental and usage charges will be borne by PARKAR as per eligibility mentioned below.

Band	Mobile–Monthly Reimbursement (Max eligibility per month)	Internet – Monthly Reimbursement (Max eligibility per month)
5 & above	At Actuals	At Actuals
4	At Actuals	At Actuals
3	At Actuals	At Actuals
2	Rs. 1000/- (One thousand Only)	Up to Rs. 1000/- (One Thousand Only)
1	Rs. 800/- (Eight hundred)	Up to Rs. 1000/- (One Thousand Only)

Note:

- The above eligibility amounts are inclusive of taxes as applicable.
- For reimbursement of monthly internet charges, either the connection or payment evidence should be in the Associates's name ensuring that the payment has been made by the Associates
- The monthly bill for SIM shall be directly cleared by Parkar
- Any additional usage will be deducted from the Associates's monthly salary, unless approved by the L1 Manager
- At the time of separation, the Associates is expected to submit the SIM card to the Admin department, on or before the last working day.

Version Control

Date	Prepared by	Reviewed by	Action
1 st March, 2016	Kiran Satpute	Gaurav Singh	Created Policy