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# HUMAN RESOURCES PROCEDURE

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RELOCATION POLICY - INDIA

DECEMBER 2, 2015  
AMDOCS

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## 1. Purpose

To define guidelines for providing assistance to new hires whose base city is different from the joining city.

## 2. Definitions

- 2.1 **Fresher:** Any candidates joining Amdocs as their first employment after their last qualifying degree, either through campus recruitment program or otherwise
- 2.2 **Lateral:** Any candidate who is not a fresher
- 2.3 **New Employees:** External / rehired candidate, who has been hired locally or an outstation candidate
- 2.4 **Base City:** City of permanent residence OR work location from where relocation is sought
- 2.5 **Company Accommodation:** Company will provide accommodation at a Hotel/Apartment or Company Guest house based on the discretion of the company
- 2.6 **Immediate family:** Immediate family includes spouse and children. Parents are not included for the purpose of the benefits outlined in this policy.
- 2.7 **Relocation:** For existing employees, movement between Amdocs India entities with location change. For new employees, joining an Amdocs location from a different base location in India
- 2.8 **Household Goods (HHG):** Goods and Products used within households, including 2 wheeler if any
- 2.9 **Settlement Allowance:** A fixed amount paid for rental assistance - to cover commission of real estate agent and other miscellaneous and unforeseen costs (per family)

## 3. Scope & Eligibility

- 3.1. This policy would be applicable to new joiners who are relocating from base city to Amdocs India Office (Pune/Gurgaon/any new Amdocs India location)

## 4. Guidelines

- 4.1 All intercity relocation/transfers within India are eligible, however relocations/transfers within the same city would not be considered.
  - i. For instance, new Joiner joining Amdocs Gurgaon location from Delhi/NCR region
  - ii. Somebody joining Pune office from Pune district
- 4.2 Any of these benefits/services will not be substituted with cash
- 4.3 Employee should apply for reimbursement within 3 months from his/her date of joining.
- 4.4 It is mandatory for the employee to submit all receipts / invoices & other documents for reimbursement in original.
- 4.5 The accommodation provided by the company depends upon the availability of the space at any given point.
- 4.6 In case, both husband and wife are employed by the company, only one of them will be entitled to claim the relocation benefit.

## 5. Travel

- 5.1 Economy class flight or 2<sup>nd</sup> AC train fare is reimbursed, for the employee and his/her immediate family (Spouse + Children), from base city to destination of relocation.
- 5.2 In case of travel by self-car, fuel reimbursement will be INR 9 per km. Any additional cost i.e. toll tax, state registration, driver cost etc. are to be borne by the employee.

## 6. Temporary Accommodation

- 6.1 The employee & his/her immediate family can avail the company provided accommodation for a maximum period of 15 days in one go (no break).
- 6.2 Accommodation will be booked by company in company negotiated hotels and guest houses as per company's existing business travel policies.

## 7 Temporary local conveyance

- 7.1 All employees covered by this policy will be eligible to avail the Company Transport from the 2nd day of joining the Company. Transport charges as applicable will be borne by the employee.
- 7.2 Employee can avail reimbursement for economical metered taxi fare (OLA / TAXI FOR SURE UBER, etc.) or public transport fare from the company provided accommodation to office and return as per guidelines of business travel policy for a maximum period of 15 days.
- 7.3 Employees who are provided accommodation within 1 km from place of work (Magarpatta City in Pune and within 1 km in other Amdocs location) will be expected to walk to work and cannot claim for this reimbursement.
- 7.4 Travel undertaken to the base city airport and from joining city airport to place of work/hotel is also eligible for reimbursement

## 8 Moving Household Goods

- 8.1 Packing, movement and insurance of reasonable personal household goods by road cargo (for domestic relocations of existing employees and new hires) are covered as per limits mentioned in the table in Annexure 1 of this policy document.
- 8.2 All invoices and receipts must have Service Tax number of the vendor mentioned on them.

## 9 Loan assistance

- 9.1 Interest free loan can be availed by all relocating new hires as per limits mentioned in the table in Annexure 1 of this policy document.
- 9.2 The loan is to be paid back to the Company in 10 equal installments starting from the second month of the salary and is subject to applicable tax deductions.

## 10 Settlement Allowance

- 10.1 Settlement allowance (applicable taxes will be deducted), linked to the family status of the new hire employee will be paid to the employee to assist with miscellaneous costs during relocation as per limits mentioned in the table in Annexure 1 of this policy document.

## 11 Recovery

- 11.1 If the employee exits from the Company before completion of one year of tenure, the Company shall recover ALL relocation benefits paid/reimbursed to the employee.
- 11.2 In case of submission of fraudulent bills by the employee while claiming any of the above mentioned benefits, Company reserves the right to initiate an appropriate action against the employee as per the company's code of conduct guidelines.

## 12 Interpretation or exception of policy

- 12.1 If any terms and conditions of the policy are not clear, please reach out to the HRES (HR employee services team) for clarification.
- 12.2 In case of any dispute, the interpretation of HR team will be final and binding on the employee
- 12.3 Any exception to the policy can only be approved by the policy owner

## 13 Amendment or Termination of Policies

- 13.1 The Company may at any time, at its sole discretion, alter, amend, withdraw or delete any or all of the provisions mentioned above.
- 13.2 The above provisions are subject to the condition that these will be provided at no additional cost to the company. If any perquisite value is applicable to any of the above provision or any tax payable, the employee shall be liable to pay such tax as may be applicable, in accordance to the applicable laws.

## Annexure 1

HHG refers to Household Goods (including packing, moving, insurance, unpacking, loading, unloading and rearranging), Loans and Settlement Allowance (All amounts is in INR '000)

Policy	Immediate Family Size	HHG	LOAN	SETTLEMENT ALLOWANCE
RELOCATION POLICY - NEW HIRES	Fresher	20	20	20
	Lateral Hire - Single	50		
	Lateral Hire - Married	75	40	25
	Lateral Hire - Married + Children	100	75	45

## Annexure 2

Movers and Packers for ready reference

Name	Website	Mobile Number	Email Address
Crown Relocators	www.crownrelo.com	+91 22 4117 1710	mumbai@crownrelo.com
Agarwal Packers	www.agarwalpackers.com	+91 22 6001 5001	mumbai@agarwalpackers.com
Interem Packers	www.interem.in	1800 102 0110	interem-ind@freightsystems.com
Writer Corporation	www.writercorporation.com	+91 22 6617 0100	writer.relo@writercorporation.com
IGL Relocation	www.iglrelocation.com	+91 8657271313	raj@iglrelocation.com info@iglrelocation.com