

**Elite Transfer Policy - Sales Employees**

**1.1 Applicability**

The policy for transfer as stated below shall apply to the employees on roll and contracted staff who are working in direct Sales & Sales Support. This policy will be applicable only to those employees who are on transfer from district to district or state to state within India on a permanent basis. The policy will not be applicable if the distance between the two locations (Home location to Transferred location) is less than 50 KM, and for employees on temporary transfers and deputation up to one year.

**2.0 Objectives**

- a) To cater to the changing organizational needs
- b) If the family of the employee does not accompany him/her on transfer, then he/she will be able to claim only 50% of the eligible transfer allowance mentioned under para 7. This clause is also applicable to unmarried employees whose services were transferred.
- c) To ensure optimum manpower utilization, upgrade skills & support and to create knowledge based organization
- d) To accomplish specific tasks/objectives with the available resources
- e) To meet organizational developmental needs, employees aspiration and future organizational requirements.

**3.0 Travel**

Family members (spouse, parents and dependent children) of the employee are eligible for one time travel to the place of destination where the employee's services were transferred as per the TA/DA policy applicable for the employee.

**4.0 Fortnight Stay**

The transferred employee is eligible for maximum 14 days stay in hotel and can claim allowances as per TA/DA Policy. The purpose of this allowance is to enable the employee identify and settle in new accommodation at the new location.



### 5.0 Transfer Advance

Accommodation is to be arranged by the employee. If employee moves with family, he/she is eligible for interest free advance which can be given as per the below table, subject to providing proof of rental agreement with the landlord. This amount is to be repaid in 6 equated monthly installments. The purpose of this advance is to help the employee to cover security deposit for hiring accommodation at the new location.

Category	Band	Transfer Advance
Junior Management	S2 and Below	3 months Gross salary /Rs.50000 whichever is higher
Middle Management	P3, M1 and M2	2 months gross salary /Rs.75000 whichever is higher
Senior Management	SM 1 and Above	1 months gross salary /Rs.100000 whichever is higher

### 6.0 Transportation of Household

The employee has to submit 3 quotes (Including GST) to Logistic Department for the transportation of house hold articles. The Logistic department will approve the quote after further negotiation. The maximum eligible transportation allowance will be as per the below table.

Category	Band	Allowance for interstate transfer	Allowance for Inter District trf
Junior Management	S2 and Below	20000	15000
Middle Management	P3, M1 and M2	30000	20000
Senior Management	SM 1 and Above	50000	30000

For employees moving with family within the state, maximum reimbursement of freight charges will be for transporting one big truck load house hold articles from origin city to destination through the most competitive transporter. Reimbursement of transportation expenses will require recommendation of HOD, evaluation by Logistics Head and approval by HR Head.



## **7.0 Transfer Allowance**

### **Purpose: To setup household and to meet miscellaneous expenses**

Upon permanent transfer, all employees will be entitled to a Transfer allowance as per the below

Category	Band	Allowance
Junior Management	S2 and Below	10000
Middle Management	P3, M1 and M2	15000
Senior Management	SM 1 and Above	25000

An employee is entitled to receive transfer Allowance only once when he/she moves with family. Should the employee shifts to his new place of posting and his family continues to reside at his/her previous place of posting or elsewhere other than the new place of posting, the person is eligible to receive only 50% of the Transfer Allowance. This clause is applicable to unmarried person also, whose services were transferred.

## **8.0 Additional Allowance**

For interstate / Inter district Transfer , an allowance can be provided on a monthly basis to transferred employee to meet the additional living costs , which will be as per the table given below. This allowance is applicable only if the distance between the two locations is more than 50 KM.

Category	Band	A Class Towns- Mumbai, Bangalore, Chennai, Kolkata, Delhi, Ahmedabad, Hyderabad,	B Class Towns- Major cities like Coimbatore, Madurai, Salem, Hosur, Trivandrum,Kollam ,Thrissur and other District Headquarters	C Class Towns-All other local places
Junior Management	S2 and Below	12000	10000	7500
Middle Management	P3, M1 and M2	15000	12500	10000
Senior Management	SM 1 and Above	20000	17000	15000

An employee is entitled to receive 100% of additional allowance only once when he/she moves with family only ., If an Employee moves alone, he /she is eligible to receive only 50% of the Additional Allowance. This clause is applicable to unmarried person also,

In case Accommodation and food will be provided by the Company deputation allowance will not eligible.

**Note :- Additional allowance will be withdrawn once he returns to his /her home location.**



### **Salient Points**

- 1) The above policy is applicable only to employees who have served at least 2 years in Elite.
- 3) Once the employee gets these benefits on his transfer, he has to remain in that location for a Minimum period of 3 years unless decided by the management otherwise
- 4) All allowances defined above are subject to the approval of RSM, CEO Sales & Head HR.
- 5) It is recommended that the transfer of employees be made only at the commencement of academic year (April/May)
- 6) If the transfer is requested by the employee then **Fortnight Stay , Travel allowance, Transfer allowance and Additional allowance is not applicable. (Points ---- 4 , 6 , 7 & 8)**
- 7) If the transfer is a punishment transfer , then the above policy is not applicable.

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