



## Relocation Policy

### DOCUMENT DETAILS

Document Name	Relocation Policy
Document Prepared by	Sneha Goud
Document Approved by	Prosenjit Das
Document Version No	1.6
Document Release Date	
Last Review Date	17 June, 2025
Next Review Date	

### CHANGE RECORD

S. No	Revision Date	Description of Change	Version no	Reviewed by	Approved by
1.	26th Oct, 2017	Created Policy	1.0	Snigdha Joglekar	Prosenjit Das
2.	2nd Jul, 2018	Modified	1.2	Sneha Goud	Prosenjit Das
3.	24 <sup>th</sup> Jul, 2019	Modified – Packers & Movers Cost (Max Cap) added	1.3	Sneha Goud	Prosenjit Das
4.	12 <sup>th</sup> July 2022	Updated Levels	1.4	Zara Morghade	Prosenjit Das
5.	11 <sup>th</sup> Jan, 2024	Policy Modified	1.5	Juhi Dewre	Kiran Satpute
6.	17 <sup>th</sup> Jun, 2024	HRMS name modified	1.6	Juhi Dewre	Zara Morghade

**Review:** This document shall be reviewed once a year or at the time of any major change in the existing environment affecting policies and procedures, whichever is earlier.

**Disclaimer:** Information content of this document is confidential and is proprietary to PARKAR. By accessing this information, you acknowledge and agree that you are subject to keeping the information confidential. No part of this document may be reproduced in any form without prior written consent from PARKAR.

### Table of Contents

OBJECTIVE .....	3
ELIGIBILITY .....	3
SCOPE	
Relocation within India .....	3
Relocation from outside India.....	4
ACCOMMODATION .....	4
PACKERS AND MOVERS .....	4
REIMBURSEMENT PROCESS .....	5
EMPLOYEE INITIATED TRANSFER.....	5
PROCESS / APPROVAL:.....	5
FREQUENTLY ASKED QUESTIONS .....	5
AMENDMENTS TO POLICY.....	6
VIOLATION OF POLICY .....	6
ENFORCEMENT.....	6
DOCUMENT OWNER AND APPROVAL .....	6

**OBJECTIVE**

To aid new joiners and existing full-time Employees in the process of relocation to a new location within /from outside India at the Company's request.

The objective of this policy is:

- To enable new joiners to begin their career with the company with minimum cost and disruption to home life.
- To provide financial assistance for intercity movement to new joiners and movement from one Parkar Center to another for existing full-time Employees of Parkar by covering expenses in the areas of initial stay, travel, conveyance, transportation of household goods and vehicle and insurance costs

**ELIGIBILITY**

All full-time Employees of Parkar

- Relocation assistance will be offered to new joiners, only if specifically agreed and stated in writing by Talent Acquisition (Recruitment) at the time of the selection process with the prior approval of Head People Practice before any expenditure is incurred. Similar approval will be required for existing employees.
- Relocation benefit is applicable for distance exceeding 100 Kilometer.
- Employees must request relocation assistance for specific items in advance of the date the expenses are incurred. Parkar will reimburse expenses only if an Employee has received advance approval, incurs reasonable expenses, and submits satisfactory proof of the expense within 90 calendar days of the date the expense was incurred.

**SCOPE****Relocation within India**

<b>Travel</b>	<u>Air</u> : In case the relocation distance is more than 350 kilometers, one-time Economy class Air travel for self & family (spouse and 2 children / parents). <u>Rail / Road</u> : Incase the relocation distance is within 350 kilometers, Up to 3 tier AC or AC Bus for self and family Employee can even claim separate travel for self & family.
<b>Company Accommodation / Hotel Stay (in case of non-availability of Guest house)</b>	Up to 15 days accommodation for self and immediate family in a company provided accommodation. Prior approval is required from HR Head.

<b>Packers &amp; Movers</b>	Company will provide for packaging and transportation of household goods of Employees for one truckload and one personal vehicle if any. Employees are required to arrange for packers and movers for shifting on their own and claim it via reimbursement. For all payments above INR 10,000 employee should <ul style="list-style-type: none"> <li>- Make payment via / net banking/ cheque / DD and acquire payment receipt, and</li> <li>- A copy of the Pan card of the vendor to be attached with the claim</li> </ul>
<b>Relocation Leaves</b>	All Employees are eligible for a 5 day relocation leave. The leaves should be availed within 90 days from DOJ.

**Packer & Movers Cost (max cap)**

LEVEL	REIMBURSEMENT LIMIT
L9 & above	Up to INR 1,50,000/-
L7 & L8	Up to INR 1,00,000/-
L2 to L6	Up to INR 65,000/-
L1	Up to INR 35,000/-
GTE/ MT (if residing outstation)	Up to INR 35,000/-

**Note:** Any exception needs to be approved by Head – People Practice and Finance Head before the cost is incurred

**Relocation from outside India**

- Expense reimbursement from international location is only available to new hires
- Reimbursement of Airfare for self and family (family would include spouse and kids).
- 2 week Stay in Company's Guest House along with family.
- Transportation of household goods and related insurance.

**ACCOMMODATION**

- Accommodation benefit is strictly to the tune of the number of days specified.
- In case of requests regarding overstay/ extension of stay, the acceptance of such requests would be chargeable and as per availability of company accommodation. Employees must make such requests at least 5 days before the checkout date.
- All such exceptions will have to be approved by the Director of People Practices.

**PACKERS AND MOVERS**

- For transportation of personal effects /vehicle, three quotations need to be submitted before finalizing
- Quotation must be sent to [admin@Parkar.digital](mailto:admin@Parkar.digital) and should seek an approval before booking the packers

**REIMBURSEMENT PROCESS**

- Employees send the movement request to the Manager and the Manager has to accept and forward it to HR SPOC for final approval. In the case of candidates, who would be relocating to join Parkar, needs to make travel arrangements on their own.
- Employee / external candidate to identify vendors for packaging / moving on own
- Employee / external candidate will raise the claim on HRMS as per actual invoice within 90 days of incurring the expense and send the claim (original payment receipt and bills) along with above mentioned approvals.
- Preferably all payments to the vendor should be done through DD / Cheque / Credit card / Bank transfer

**EMPLOYEE INITIATED TRANSFER**

If the transfer is initiated by an Employee and approved by Parkar, Parkar will pay for only the travel cost of the employee (as per the above packer/movers cost) and all other cost must be borne by the Employee. All other relocation related benefits are applicable for Parkar initiated transfers only.

**PROCESS / APPROVAL:**

Finance to ensure that all relocations must be approved and signed off by the

- Delivery Manager & Business Unit Head
- HR Head

In case an employee resigns within 12 months of relocating, the relocation expenses paid to the employee will be recovered from the employee.

**FREQUENTLY ASKED QUESTIONS**

Q : I do not have any goods to transfer to the new location. Can I still claim the relocation benefit provided for transfer of goods?

A : No. It can be claimed only against original bills and claim submitted through HRMS.

Q: Will the Company pay for the travel of my in laws?

A : Company will cover the travel expenses of self plus family. (spouse & 2 children OR parents). It can be either set of dependent parents.

Q : Where do I need to send the claimed documents?

A : Employee will raise the claim on HRMS and send the claim (original payment receipt and bills) along with required approvals to Finance team.

Q : When can I avail my relocation benefit?

A : Relocation benefits needs to be availed within 90 days of joining Parkar. E.g. Employee joins on Jan 1st 2018, relocation benefit needs to be availed before 31st March 2018.

Q: I joined on 1st Jan 2018, I shifted my goods on 1st Mar 2018. In this case when I claim reimbursement of expenses related to relocation?

A : Expenses needs to be claimed within 90 days of date of invoice. In this case, claim should be initiated before 31st May 2018.

Q: Can I claim both extra baggage allowance and transportation of household goods allowance?

A : No, you can either claim extra baggage upto INR 5000/- or transportation of household goods allowance of only one truckload with max cap as specified in the policy,

#### **AMENDMENTS TO POLICY**

The company reserves the right to amend, modify and interpret appropriately any or all clauses mentioned above depending upon market practices or exigencies of business.

#### **VIOLATION OF POLICY**

All employees are obligated to report violations of this policy to [hrops@Parkar.digital](mailto:hrops@Parkar.digital) immediately. The HR Head and Finance Head must approve any exceptions to this policy in advance.

#### **ENFORCEMENT**

Failure to comply with this policy may result in:

- a. Withdrawal, without notice, of access to information and/or information resources.
- b. Disciplinary action, up to and including termination.
- c. Civil or criminal penalties as provided by law.

#### **DOCUMENT OWNER AND APPROVAL**

The HR Head is the owner of this document and is responsible for ensuring that this policy document is reviewed Yearly. A current version of this document is available to all members of staff on a secured centralized location with appropriate access control.