

Transfer and Relocation

Purpose

This policy describes the eligibility of benefits during relocation/transfer within India, necessitating movement from one location to another or/and one unit to another even within the same city.

Scope

The policy is applicable to all employees of the Company. For the purpose of this policy, the following people are deemed to be 'employees':

Those who are on the employment rolls of the Company

New joiners who are joining at a new location out of their base location

Restrictions

Under no circumstances will any of these benefits be substituted with cash

Where an employee and his/her spouse are both employees with the company and both are relocating to the same destination, only one relocation package will be offered

Orientation Trip

The company will provide one trip, up to '[Number of days](#)' days' duration in the new location, for the employee, his/her spouse and two children, to visit the destination location before the actual relocation/ transfer, in order to make arrangements for housing, schools etc.

The employee and his/her spouse and '[Number of children](#)' children will be entitled for travel, meals and accommodations as per the eligibility applicable for the employee under travel policy.

Prior approval from HOD/Circle head of the transfer out location should be obtained for the trip

Employee will be eligible to claim DA as per the eligibility under the travel policy to cover the expense like food, laundry etc. employee can claim DA for his spouse, children above '[Number of years](#)' years of age and dependent parents traveling along with him/her as per his eligibility

If company makes arrangement in Guest House for the employee and family, the above benefits will not be applicable

If the employee is staying with a friend or relative, the above benefits will not be applicable

Travel on Transfer

The eligibility for mode of travel in case of transfer will be the same as applicable to the employee under the Company's Travel Policy. The employee's family (spouse, dependent children) shall also be entitled for the same mode of travel

Employee will be eligible to claim DA as per the travel policy to cover the expense like food, portage etc. employee can claim DA for his spouse, children above '[Number of years](#)' of age and dependent parents traveling along with him/her as per his eligibility

If company makes arrangement in Guest House for the employee and family, the above benefits will not be applicable

If the employee is staying with a friend or relative, the above benefits will not be applicable

Temporary Living Assistance

If required, the employee will be permitted to stay in a guesthouse/hotel up to maximum period of '[Number of days](#)' days after reporting at the new place of posting at Company Expense.

In case employee avail this option then Hotel booking has to be necessarily done through the travel desk.

Relocation Allowance

Onetime relocation allowance (fully taxable), to assist with miscellaneous costs during intercity relocation such as: schools, etc. will be paid to the employees.

Joining Time

In addition to the actual time spent in the journey, a joining leave of up to a maximum of '[Number of days](#)' days will be allowed to the employee, subject to prior approval of the transferring to HOD.

The joining leave availed by the employee, will be deemed as days worked and it has to be availed within '[Time Frame](#)' of joining the new location.

This is not applicable for new joiners.

Reimbursement of Movement Expenses for New Joinees

If an employee is recruited for a location which is different from his/ her existing base, he/ she may be reimbursed the following expense as per his/her band entitlements:

1. Travel as per travel policy
2. Temporary Living Assistance as per this policy
3. Transportation of Household goods and Vehicle as per this policy

All Expenses borne by the company towards relocation, will be recovered from the employee, if the employee resigns within '[Time Frame](#)' of such expense. This would be recovered in the F&F of the employee.

Exceptions

The above rules are subject to modification, amendment and alterations by the management at any time without assigning any reasons or without giving any prior intimation. The interpretation of the above rules made by the Head - HR shall be final and the same shall be binding on all employees.

