

Transfer and Relocation

Purpose

This policy describes the benefits employees are eligible for when they relocate or transfer within India, whether that means moving from one location to another or from one unit to another within the same city.

Scope

This policy applies to all employees of the company. In this policy, “employees” means:

- People on the company’s employment rolls
- New joiners who are joining at a new location away from their base location

Restrictions

- These benefits cannot be substituted with cash under any circumstances.
- If an employee and their spouse both work for the company and are relocating to the same destination, only one relocation package is offered.

Orientation Trip

- The company provides one trip of up to [Number of days](#) days to the new location for the employee, their spouse and [Number of children](#) children. The trip is made before the actual relocation or transfer, to arrange housing, schools and so on.
- The employee, spouse and children are entitled to travel, meals and accommodation as per the eligibility that applies to the employee under the travel policy.
- The trip needs prior approval from the HOD or Circle head of the location being transferred out of.
- The employee can claim DA, as per the travel policy, to cover costs such as food and laundry. DA can also be claimed for the spouse, children above [Number of years](#) years of age and dependent parents traveling with the employee, as per the employee’s eligibility.
- If the company arranges a guest house for the employee and family, the benefits above do not apply.
- If the employee stays with a friend or relative, the benefits above do not apply.

Travel on Transfer

- The mode of travel is the same as the employee is eligible for under the company’s travel policy. The employee’s family (spouse and dependent children) is entitled to the same mode of travel.
- The employee can claim DA, as per the travel policy, to cover costs such as food and portage. DA can also be claimed for the spouse, children above [Number of years](#) years of age and dependent parents traveling along, as per the employee's eligibility.

- If the company arranges a guest house for the employee and family, the benefits above do not apply.
- If the employee stays with a friend or relative, the benefits above do not apply.

Temporary Living Assistance

If required, the employee can stay in a guest house or hotel at company expense for up to [Number of days](#) days after reporting at the new place of posting.

If the employee uses this option, the hotel must be booked through the travel desk.

Relocation Allowance

A one-time relocation allowance (fully taxable) is paid to employees to help with miscellaneous costs of intercity relocation, such as schools.

Joining Time

- In addition to the actual travel time, the employee gets joining leave of up to [Number of days](#) days, subject to prior approval from the HOD.
- Joining leave counts as days worked and must be taken within [Time Frame](#) of joining the new location.
- This does not apply to new joiners.

Reimbursement of Movement Expenses for New Joiners

If an employee is recruited for a location different from their existing base, they may be reimbursed the following expenses as per their band entitlements:

1. Travel as per the travel policy
2. Temporary living assistance as per this policy
3. Transportation of household goods and vehicle as per this policy

All expenses the company bears for relocation will be recovered from the employee if they resign within [Time Frame](#) of that expense. The amount is recovered from the employee's full and final settlement.

Exceptions

Management may modify, amend or change these rules at any time, without giving reasons or prior notice. The Head of HR's interpretation of the rules is final and binding on all employees.