

CHAPTER – 14

TRANSFER

14.0 General

An Executive will be liable for service in any part of India or abroad and with any of the Associate/Joint Venture Companies of the Balmer Lawrie & Co. Ltd.

14.1 Reimbursement of Expenses on outstation Transfer

The various entitlements on outstation transfer, if the same is not on the request of the Executive, are as under:

14.1.1 Traveling Allowance

- [a] Executive proceeding on transfer will be allowed actual rail/ air fare for self and family including dependant parents who are actually residing with the Executive, the mode and class of travel being the same as allowed when traveling on official tour.
- [b] If the family travels to a station other than the new station, the Executive may draw actual fare limited to fare from old station to the new station of transfer, as per entitlement of the Executive.
- [c] Family may precede the Executive by one month or follow him within 6 months from the date the Executive is relieved from duty to take up the job assigned to him at a new location. This limit will also apply for transportation of personal effects including car/ scooter/ motor cycle/ moped. Special sanction of C&MD has to be obtained for any exception to the above. However, if an Executive is allowed by the competent authority to retain his family at a place other than the place of transfer, the Executive may move his family/personal effects during the extended period, provided no claim for transfer benefit is already made for moving the family to another location.
- [d] In case of travel by road between places connected by rail, actual charges shall be limited to rail fare in entitled class. For journeys between places not connected by rail, the Executive is entitled to actual cost by road. If the Executive travels in his own car, the reimbursement will be restricted to mileage for actual distance, as per rates prevailing at the relevant time for reimbursement of car running expenses.

14.1.2. Settling Allowance

An Executive on transfer will be eligible to claim one month's salary (Basic Pay + DA, as applicable on the day of relieving from the old station) as settling allowance. Executive on transfer with promotion will be paid settling allowance based on pay as applicable in the pre-promoted grade.

- 14.1.2.1 In case of an Executive retaining his residence at the earlier place of posting and availing the facility of Chummary accommodation, no Settling Allowance shall be paid. However, he will be eligible for this allowance, as and when he makes his own arrangement at the new place of posting and moves out of the Chummary.

14.1.3. Displacement Allowance

An amount equal to Daily Allowance (DA) at the rate admissible, while on tour to the station to which an Executive is under transfer, is payable for a period of 30 days.



14.1.4. Transit Allowance

DA at the applicable rate for self and an amount equal to such DA for each entitled family member if the travel is undertaken by train, for the duration of rail travel only, whether in different spells or by different groups. 50% of the normal rate shall be allowed in case of children with half tickets.

In case of travel by road, one day's DA at the applicable rate for self and family members will be payable for every (completed) 500 km of road journey by the shortest route. Distance less than 500 km will be ignored.

14.1.5. Carriage of personal effects by either mode

[a] Goods Train

One full 4-wheeler wagon load. The wagon load allowed for transportation of personal effects does not include transportation of an Executive's personal car/scooter.

[b] Railway Containers

2 Containers for Executive in Grade 'E3' and below and 4 Containers for Executive in Grade 'E4' and above.

[c] Road

One Truck for Executive in Grade 'E3' and below and two Trucks for Executive in Grade 'E4' and above. The capacity of each truck shall not exceed 12.5 tons. The charges will be paid directly by the Company to Transport Agents. Quotation should be obtained and order should be placed on the basis of lowest quotation.

[d] Other modes of transport like QTS, break van, etc.

Reimbursement of charges will be limited to the cost of transportation of personal effects by one railway goods wagon load.

14.1.6. Transportation of Conveyance while on Transfer

14.1.6.1. Travel by own conveyance

An Executive on transfer can travel in his personal car or motor cycle/ scooter/ moped and claim reimbursement of road mileage at following rates:

i)	Car	Mileage rate as applicable from time to time for reimbursement of car running expenses.
ii)	Motor Cycle/ Scooter	Mileage rate as applicable from time to time
iii)	Moped	

Provided, however, that he will not be entitled to the rail / air fare for his own ticket even if he himself travels by rail / air and that if any of his family members travels in his car, such member(s) too will not be allowed the rail/ air fare for the journey.

14.1.6.2. Transportation by trucks

In case an Executive under transfer desires to transport his personal car or scooter/ motor cycle/ moped by truck instead of by rail wagon/ passenger train, the same may be permitted provided the reimbursement of the cost of transporting the conveyance by truck will be limited to the charges for transportation by rail wagon/ passenger train, as the case may be. In other words, no additional financial liability will accrue to the Company on this account.

14.1.6.3. Excess Baggage

To the extent of 50% of the normal allowance given by Railways at the Company's expense provided the travel is undertaken by train. Carriage of excess baggage by air is not permissible.

14.1.6.4. Insurance Charges, Packing, Loading & Unloading charges for Executives

Description	E0 to E3	E4 to E7	E8 & above
Packing, Loading & Unloading Charges (lump sum)	Rs.20000.00	Rs.25000.00	Rs.30000.00
Insurance Charges	Actual, subject to max. of Rs.7500.00	Actual, subject to max. of Rs.10000.00	Actual, subject to max. of Rs.12500.00



The above will be paid upon certification of the transferee Executive towards packing of household effects when actually moved through truck / rail. The above benefits will not apply to Executives, who are transferred on their own request.

14.1.6.5. Octroi Charges

Octroi charges actually paid for personal effects and vehicle will be reimbursed on production of money receipts.

14.1.6.6. State Entry Tax

When the vehicle is brought as personal luggage by a transferred Executive who has purchased the vehicle before the issue of transfer order, the State Entry Tax may be regulated in the same manner as octroi charges and reimbursed.

14.1.7. School/college admission

An Executive transferred to new location shall be reimbursed school/college admission fee at Rs.7000.00 per child in "X" class cities (Delhi, Mumbai, Chennai, Kolkata, Hyderabad and Bangaluru) and Rs. 5000.00 per child in other cities, limited to two children. This will apply only against admission of child(ren) in school/college in the new place of posting. The above benefits will not apply to Executives, who are transferred on their own request.

14.2. Daily allowance [in case Executive fails to find residential accommodation at new place of work on transfer]

- 14.2.1 Reimbursement of Daily Allowance can be made to Executive in case they do not find residential accommodation at their new place of work on transfer as detailed below on the merits of each case, provided that the Executive is not allowed to retain the accommodation or claim HRA at the old place of posting:

Period	Rate of reimbursement
First 30 days	Full DA as on tour
31 st to 60 th day	Half DA as on tour

- 14.2.1.1 Reimbursement of Daily Allowance may also be permitted beyond two months for which SVP/COOs should submit detailed justification and specific recommendation with regard the rate of reimbursement of Daily Allowance to be allowed with Finance concurrence to Managing Director for consideration.

The Executive on transfer can be allowed guest house/ transit flat accommodation by the Company, i.e. one room if the Executive is accompanied by his family and only one bed if he is staying alone on payment of normal charges.

Daily allowance for the first month can be allowed to Executive at the new place of work on transfer by Controlling Executive in Grade 'E7' and above with Finance concurrence, on justifiable grounds, even if they are provided with guest house / transit flat accommodation for which they will be required to pay normal room charges. However, under no circumstances will the Executive be entitled to Daily Allowance beyond the first month if provided with guest house / transit flat accommodation and they will be charged flat rate of recovery as if they are allotted company accommodation. However, this facility will not be available if the Executive is allowed to retain the accommodation or claim HRA at the old place of posting.

The above reimbursement of Daily Allowance includes cost of transportation between place of stay and place of work in the new station of posting.

- 14.2.2 Executive who are sanctioned Daily Allowance on transfer at their new station of posting under clause 14.2 will not be entitled to this allowance if they proceed on leave during the period for which Daily Allowance is sanctioned. During the period if they are on tour to other locations they will get Daily Allowance as per rates applicable to the place of visit. However, in such cases spread over of 30 days will be increased by the number of days he is on leave or on tour to other locations.

- 14.2.3 In order to bring in uniformity in the procedures of allotment of Chummery and Bachelor accommodation and to regulate the stay of the Executives at new place of posting on transfer, the following has been approved by the Competent Authority with effect from 01st June, 2019 :-

i. Identification of Hardship and Non-Hardship locations for Chummery Accommodation

- a. All the existing Chummery Accommodation and Bachelor Accommodation would be treated as 'Chummery Accommodation' only.
- b. The Chummery Accommodation provided in various locations will be categorized as:
 - Hardship Locations
 - Non-hardship Locations
- c. The basic criteria of hardship location is its remoteness, inaccessibility, coupled with visual perception of the level of socio-economic development and infrastructural backwardness. Also, locations which do not fall under cities classified as X & Y for the purpose of HRA, as per Circular No.BL/HR/ADM/PREXE/CIR/201718/003 dated, the 28th November, 2017, shall be considered hardship locations for the purpose of this policy.
- d. Silvassa (Dadra & Nagar Haveli) and Chittoor (Andhra Pradesh) are currently identified as hardship locations.

- e. Inclusion and exclusion of hardship locations in the policy, shall be incorporated with due approval of C&MD on recommendation of D[HR&CA] and Functional Director concerned.

ii. Chummary Accommodation – Hardship Locations

- a. Chummary Accommodation shall be provided to Executive who are posted on transfer only. Persons recruited for and joined newly at hardship locations will not be extended this facility as matter of right.
- b. The maximum period of stay of all Executives at Chummary Accommodation in hardship Locations shall be 5 years from the date of occupancy at the Chummary Accommodation.
- c. Executives availing Chummary Accommodation at hardship locations shall draw HRA or retention of accommodation (provided by the Company either Company owned, or Company Leased).
- d. The Executives, who are posted on transfer to hardship locations and desirous of availing the Chummary Accommodation at these locations, may submit a request letter to HR Department concerned. Based on the recommendation of SBU/Function Head, the same will be approved by Director (HR&CA) for a maximum period of 5 years.

iii. Chummary Accommodation – Non-Hardship Locations

- a. The locations which do not fall under 'Hardship Location' or locations which fall under category – X & Y identified for the purpose of HRA, as per circular no. BL/HR/ADM/PREXE/CIR/201718/0003 dated, the 28th November, 2017, shall be considered as Non-Hardship locations for the purpose of this policy.
- b. Chummary Accommodation shall be provided to those Executives who are posted on transfer only.
- c. The maximum period of stay of Executives at chummary accommodation in non-hardship locations is 5years from the date of occupancy at the Chummary Accommodation. On completion of 5 years, executives will have to vacate the Chummary Accommodation and make their own stay arrangements.
- d. Claiming HRA for retention of accommodation at old place of posting and availing chummary accommodation may be permitted subject to other condition as enumerated above.
- e. The Executives who are posted on transfer to Non-Hardship locations and desirous of availing chummary accommodation at these locations, may submit a request letter to concerned HR Department. Based on the recommendation of SBU/Functional Head, the same will be approved by Director [HR&CA]. For an initial period of 2 years without any deduction of HRA and the period may be extended by another 3 years for justifiable reasons with a deduction of 50% of HRA, by the Director [HR&CA] on the recommendation of SBU/Functional Head on case to case basis.
- f. Wherever, air conditioning facility is provided as chummary accommodation, an extra charge of Rs. 1000/- per month will be charged during the period of April-October of the year from those Executives beyond 2 years and upto 5 years from their date of occupancy.
- g. Where the Executives retains leased accommodation at the previous place of posting, company's outgo towards lease rent shall be restricted to 50% of the amount from the beginning of 3rd years.
- h. Where the Executives retains company owned accommodation at the previous place of posting, an amount equals to 15% of his basic pay will be deducted from his salary for continuing to use chummary accommodation at the new place of posting from the 3rd year.
- i. Recoveries as narrated above beyond 2 years would be made for the entire duration of the possession of chummary accommodation irrespective of their real time stay.

iv. Chummary Accommodation Allotment, Maintenance & other Facilities (Hardship and Non Hardship locations).

i. Employees may be accommodated as follows:

Category	Grade	Occupancy/sharing per room
Executives	E0-E5	Twin sharing
Executives	E6 & above	Single occupancy subject to availability

ii. Company shall continue to provide the following:

- a. Basic furniture's such as bed, mattresses with pillows, Dining table & Chairs, washing machine, cooking utensils, Gas stoves/burners, water purifiers, Gas Cylinders, Microwave Oven etc. and other basic infrastructural facilities.
- b. Electricity bills, cable TV/DTH charges, society maintenance charges/property taxes etc. shall be paid by the Company.
- c. Repairs & Maintenance of the Company accommodation and its furniture, equipment shall be undertaken by the Company.
- d. One Caretaker-cum-Cook shall be provided in the Chummary Accommodation. However, in case of hardship locations a caretaker will be provided at one centralized location only. Executives/Officers (NUS) desirous of availing the food services will need to avail the same from the Centralized location only.

v. Exceptions (Chummary Accommodation for new joinees):

i. In case a new joinee is permitted to stay at Chummary Accommodation, because of conditions prevailing, he/she may be allowed to continue till completion of 1 year only and not beyond this period under any circumstances, and such exception shall be approved by C&MD on the recommendations of Director (HR&CA) and Director concerned justifying the exceptional circumstance under which he/she needs to be provided Chummary Accommodation. Out of the 1 year so permitted, no deductions of HRA for the first one month from the date of occupancy shall be made and no HRA will be paid from 2nd month onwards. After one year they will have to vacate the Chummary accommodation and make their own arrangements for their stay.

vi. For Directors, Chummary Accommodation/Accommodation at our Transit Flat depending on availability may continue to be provided with the approval of C&MD for justifiable reasons.

vii. General

- a. No recovery/ refund would be considered arising due to the introduction of this policy and past cases settled will not be reopened.
- b. The Chummary accommodation facility may be provided in the Company Owned Accommodation or Company Hired Accommodation, subject to availability, and no Executive/Officer can claim the same as a matter of right.
- c. Own cooking by the Occupants at the Chummary Accommodation is strictly prohibited in view of HSE perspective and a penalty of 10% of HRA shall be imposed upon those occupants, who violate the norm.
- d. All previous guidelines/circulars issued by the Company on Chummary Accommodation and Bachelor Accommodation shall be superseded by the policy.

14.2.5 Retention of residential telephone will also be allowed in accordance with clause 4 of circular no. GPM/71/86-87 dated 19/27th January 1987, i.e for a period of 2 months in the case of Executives upto Grade E6 and for the duration for which the Executive is allowed to claim HRA at the previous station in case of Grade E7 and above.
Sanction for retention of accommodation or claiming HRA at the previous place of posting will be considered only on compelling & justifiable grounds

14.2.6 In case the Executive is allowed to claim HRA at his old place of posting or is allowed to retain Company owned / leased accommodation at the old place of posting on payment of flat rate, he will be eligible for Daily Allowance less Rs.10.00 if he visits on official work to his old place of posting where he is retaining Company leased/owned accommodation or getting HRA.

14.2.7 If an Executive is unable to arrange transportation of his car immediately on his transfer, he will be entitled to reimbursement of car running expenses as applicable for Executive who are on leave/ tour/ training for a continuous period exceeding 30 days. During this period, the annual mileage limit will get reduced by 50% of pro-rata mileage for the balance period in excess of 30 days, subject to a maximum of 6 months. The same is applicable in case of temporary transfer also.

14.3 Reimbursement of expenses on Local Transfers from one unit to another (involving change in residence)

14.3.1 Local transfer is defined as transfer within same city including its urban agglomerations (UA) irrespective of change of Unit/SBU/Function etc.

i)

Settling Allowance (only where change of residence is necessitated)	1/4 th of one month's salary (Basic Pay + DA, as applicable)
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ii) Reimbursement of expenses on Local Transfers from one unit to another (involving change in residence)

DESCRIPTION	Grade wise eligibility		
	E0 to E3	E4 to E7	E8 & above
Carriage of personal effects	Rs. 7,500	Rs.11,000	Rs. 15,000



Note: Transportation cost as mentioned in (ii) above will also be admissible when it also involves shifting from one leased accommodation to another in the same location as per requirement of the Company. Cash receipts will have to be produced for carriage of personal effects.

14.4 Joining Time

14.4.1 Joining time shall be granted to enable an Executive to join new post only if a change in headquarters is involved. An Executive will get joining time to the extent of six days (excluding only intervening Sunday) for preparation. In addition, actual journey time or maximum of one day for every 500 km of road journey or actual time for travel by air limited to maximum of one day will be allowed. The period may be curtailed by the Competent Authority in emergent cases.

14.4.2 In case where an Executive on his transfer to another location is required to report to the new location immediately without availing of the normal joining time as indicated in 14.10.1 above, due to emergency/ exigencies of work or due to non-availability of accommodation at the new location as a result of which he was not able to take his family

and personal effects along with him to the new location, he may be allowed the balance joining time when he subsequently brings his family and personal effects. Such balance joining time whether in one spell or two spells should be availed within 6 months.

14.4.3 No joining time will be admissible on transfer if the transfer is at the request of the Executive concerned.

14.5 Preparatory Trip

Preparatory trip is allowed when a transferred Executive is required to proceed to the new location immediately on single status basis, as he is not in a position to move along with his family members and personal effects due to non-availability accommodation or due to uncertainty in getting school/college admission for his children, or due to other exigencies. In such cases, he may be reimbursed fare for such travel as per his entitlement for his trip back to his old location of posting so as to take his family members and personal effects to the new location.

However, an Executive undertaking the preparatory trip on transfer accompanied with promotion would be required to travel as per his entitlement in the pre-promoted grade. However, if the Executive has joined in the meantime at the new place of posting and has decided to fetch his family to join him, then for such return trip, he would be permitted reimbursement of travel expenses as per his new entitlement. However, while taking the family to the new place of posting, the travel entitlement of the Executive and his dependent family members would be restricted to the pre-promoted grade. During preparatory visit, the Executive concerned would be paid Daily Allowance only for the actual period of transit and DA will not be paid for the period of stay there. Further, this facility would be available to the Executive who would be shifting his family to the new place of posting at a later date, and will not be available for Executive who are transferred to places where their families are residing or for visiting their family.

14.6 Traveling Expense Advance

[a] Executive proceeding on transfer may avail advance to cover traveling expenses for self and family. This advance will be settled immediately on completion of journey. If tickets are purchased by the Company, such advance will not be admissible.

[b] Additionally, advance up to a maximum of two months' basic salary will be admissible for meeting other expenses connected with the transfer. This advance will be adjusted against various transfer benefits applicable viz. Settling Allowance, Displacement Allowance etc.

14.7 Transfer at own request

14.7.1 Executive proceeding on transfer at their own request will not be eligible for any reimbursement / benefits / allowances / joining time etc. as provided hereinabove.

14.8 Definition of Dependent Children and Dependant Parents for admissibility of Reimbursement of Travelling Expenses on Transfer

Family means an Executive's wife or husband, as the case may be, children, step children and adopted children wholly dependent upon the Executive. Dependant parents normally residing under the same roof with the Executive will be eligible for reimbursement of traveling expenses.

Note:

An adopted child shall be considered to be a legitimate child, if, under the personal law of the Executive, adoption is legally recognized as conferring on it the status of a natural child. The term "Children" includes major sons/daughters, and widowed daughters so long as they are residing with and are wholly dependant upon the parent Executive.

14.9. Temporary Transfer:

14.9.1 In order to meet exigencies of work, the Company may transfer an Executive on temporary basis. Such transfer will normally be resorted to if the duration of posting is more than 2 months, but up to 12 months. The authority to decide such transfer, in the case of Executive in Grade "E3" and below, would vest with the SBU /Function heads at the level of SVP/COO in consultation with the RHR Head concerned. In the case of Executive in Grade "E4" and above, or where the temporary transfer is for more than 6 months, approval for such transfer shall be granted by the ED/Director in charge in consultation with Corporate HR. If for any unanticipated reasons, the period of such transfer exceeds 12 months, then approval of C&MD will be obtained for continuance of the temporary transfer status.

14.9.2 During such temporary transfer, the Executive concerned will not be eligible for any transfer benefits, other than expenses for his/her own travel to the new place of posting by the entitled class of travel. During the first 60 days of such temporary posting, the Executive will be paid site allowance equivalent to daily allowance while on tour. Beyond 60 days, site allowance will be paid at the following rate:

Grade of the Executive	Site allowance per day
Executive Grades E2 and below	Rs. 360.00
Executive in Grades E3 to E6	Rs. 420.00
Executive in Grades E7 and above	Rs. 480.00

This allowance will be payable on days the Executive is at his / her temporary place of posting including intervening off-days / holidays, if any. However, the same will not be available if the Executive is on leave. Movement from one location to another will be treated as continuous.

14.9.3 During the period of temporary transfer, the Executive concerned will be provided with bachelor accommodation on single status basis in the new place of posting. The Executive could continue to retain the company leased / owned accommodation or claim HRA in the original place of posting. The Executive shall be permitted to retain the residential telephone, if provided by the Company, the level of connectivity being in terms of the policy. Reimbursement of car / two-wheeler running expenses, if already sanctioned, would be at full rate for the first 30 days and thereafter at half rate for the entire duration of temporary transfer.