

BSL/HR/APPT/2022-977893

September 13, 2022

Jyotsna Vijay Yadav
D-8 Shankheshwar park, near zilha parishad ratnagiri,
ratnagiri, Maharashtra, 415612

Letter of Offer-cum-Appointment

Dear Jyotsna Vijay Yadav,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as Executive (4A) with Birlasoft Limited ("Birlasoft/Company").

We take this opportunity to appreciate your decision to join Birlasoft family. As mutually agreed upon, your joining will be on or before September 14, 2022.

This Letter of Offer-cum-Appointment and its terms will become effective only from the date of your joining and post issuance of "Letter of Confirmation of Appointment" by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**", and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that Birlasoft and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time by way of e-mail communication. The policies of the Company are/ shall be available in its Intranet portal/site which is accessible to all employees.

We are proud to welcome you as a Birlasoftian, and wish you a long, productive and satisfying career at Birlasoft.

Yours sincerely,
For and behalf of Birlasoft Limited.

Girish Sharma
Senior Vice President

Birlasoft Limited

The Assotech Business Cresterra Tower 3, Plot no 22, Noida-Greater Noida Expressway, Sector 135, Noida (UP) 201301, India

Tel: +91 120 6629000 | contactus@birlasoft.com | www.birlasoft.com

Registered Office: 35 & 36, Rajiv Gandhi Infotech Park, Phase - I, MIDC, Hinjawadi, Pune MH 411057 IN

CIN: L72200PN1990PLC059594

Jyotsna Vijay Yadav	977893
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ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1.Place of posting: Your initial place of posting is at Mumbai-Mahape. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2.Working Hours: We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3.Probation & Confirmation: You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4.Pay for performance/services: The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5.Statutory Payments and Deductions: Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6.Notice Period / Separation: Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

Your employment is for the performance of various tasks, responsibilities and assignments which are required to be performed by you for your role, as per the Performance Management Policy of the Company and/or as assigned by your Manager/Supervisor from time to time. You shall always put your best efforts in fulfilling those assigned responsibilities, which will be periodically evaluated by your Manager/Supervisor. Your employment can be terminated if you fail to perform your roles and responsibilities as reviewed by your Manager/Supervisor as per the performance management review process of the company.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handovertakeover process and all the separation procedures and surrendered company property,assets,documents, etc.

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7.Values, Integrity, Honesty and Ethics: During the course of your employment with Birlasoft, you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of Birlasoft. If at any time during or after your employment with Birlasoft Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8.Conflict of Interest

You, as employee of Birlasoft, directly or indirectly, must not take part in or attempt to influence any Birlasoft decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9.Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

c. You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the Company except to your immediate superior/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

10.Secrecy: In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of Birlasoft and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of Birlasoft or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- NonImmigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11.Discovery/inventions: All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of Birlasoft and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

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12. Assignment of work related rights: During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of Birlasoft. Your work/project assignment will be any Birlasoft location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of Birlasoft Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with Birlasoft and you agree and accept to assign all such rights to Birlasoft and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of Birlasoft and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of Birlasoft.

13.2 While employed with Birlasoft and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with Birlasoft and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of Birlasoft.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. Other Employment/Profession: During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. Exams and Courses: In case you intend to take up any fulltime/parttime course while working with Birlasoft, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. Specialized Training / Learning Opportunities and Obligations: If you are provided any specialized training in Birlasoft Limited, including onthejob specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with Birlasoft, so that both you and the organization benefits out of the investments.

17. Other Trainings: The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

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You are required to complete all such trainings ontime as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. Joining related expenses:

- Any joining bonus, if offered to you, shall be payable to you through monthly payroll that comes immediately after 90 days from the date of your joining.
- Any relocation benefit/expense shall be payable to you as per relocation policy.
- Any retention/special bonus or notice period buy out amount shall be payable to you through payroll, that comes immediately after the due date, that is mentioned in this offer letter.

All the above amounts if paid/claimed, shall be treated as advance and nullified at the end of one year from the date of joining. In the event you separate from the Company within one year from your date of your joining, such amounts paid/reimbursed shall be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. Company provided assets, Infrastructure and Privileges:: You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of Birlasoft management.

All assets, infrastructure, accesses and privileges issued or provided to you by the Company shall be returned by you on or before your last working day with the Company, upon your retirement or early separation of employment due to any reason whatsoever. You agree and accept that the Company shall not be obliged to make your full & final payments or settlements until you return all the assets, infrastructure and privileges provided to you and you get NO DUES clearances from the issuing department. Company also reserves the right to deduct/adjust the value of assets / damages cause to company due to loss/misuse/unauthorized use of data in the assets from your full & final payments or settlements and recover the shortfall, if any.

20. General Conduct, Rules & Regulations: You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation. Company policies are available on the intranet portal/site of the Company, which shall be accessible to you and applicable on you from the date of your joining.

21. Mis-representation or Impersonation: Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. From the date of this offer and throughout during the course of your employment, if it is found that any material information furnished by you verbally or in writing, in your resume, any form or document, whether in printed form or electronic mode or otherwise is suppressed, omitted, misquoted or wrongly given or you impersonated at the time of interview or selection process or involved any proxy/impersonation to get selected, the Company shall have the right to withdraw/terminate your offer/appointment without any notice or compensation.

22. Release of Information: By accepting this offer and joining the Company, you authorize, without reservation, Birlasoft to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom Birlasoft has business relationship (such as clients, auditors, specific consultants, etc.) and with whom Birlasoft has formal services agreements, specific confidentiality agreement(s) and / or relevant agreement(s) in place. At any time during your association with the Company or postemployment with Birlasoft, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

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23.Undertaking on noncriminality: This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) prior to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24.Retirement: You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25.Retirals: Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26.Address for Communication: All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of Birlasoft by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27.Arbitration: All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28.Law and Jurisdiction: This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Pune.

29.Validity : This offer for appointment is valid till the date of joining mentioned in this letter.

30.You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,
For and behalf of Birlasoft Limited.



Girish Sharma
Senior Vice President

Declaration:

I Jyotsna Vijay Yadav have read and understood the terms and conditions of my Letter of Offer for Appointment and do hereby voluntarily agree and accept the same.

Signature of Candidate:
Name of Candidate: Jyotsna Vijay Yadav
Applicant ID: 977893

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Jyotsna Vijay Yadav	977893
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ANNEXURE B

NAME: Jyotsna Vijay Yadav
SALARY COMPENSATION w.e.f. DATE: September 14, 2022

Sr.No	Salary Components	Yearly Amount (INR)
1)	Basic Salary	181,200.00
2)	Monthly Bonus [^]	36,240.00
3)	Basket of Allowance* (3A+3B)	169,906.00
3A)	<i>House Rent Allowance</i>	9,060.00
3B)	Additional / Special Allowance	160,846.00
4)	Employer's contribution to Provident Fund	21,744.00
5)	Fixed Compensation	409,090.00
6)	Variable Performance Incentive**	0.00
7)	Medical Insurance Premium##	10,910.00
8)	Total Target Compensation	420,000.00
9)	National Provision for Statutory Gratuity***	8,716.00
10)	Cost to Company	428,716.00

[^]Monthly Bonus is a fixed bonus paid to employees monthly. It will accounts towards payment of bonus act (POBA)

*Basket of allowances consists of Additional/Special allowance and all other components like HRA, Leave Travel Allowance, Child Education Allowance, Meal Allowance, Fuel & Maintenance Allowance, Driver's Salary, Professional Development Allowance, National Pension Scheme. Special allowance is residual amount after deducting the amount to other allowances.

** Variable Performance incentive shown here is an indicative amount at 100% and actual payout may vary based on the defined goals // score card // Business Unit performance // Individual Performance // Company Performance, as applicable. This will be payable as per the Incentive Policy of the organization. The frequency is also stated in the policy.

*** Gratuity will be payable on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972

For employees who are eligible for ESIC (Employees State Insurance Corporation), both Employer and Employee will contribute the amounts as applicable as per the ESIC Act.

All the above remuneration including any variable pay will be subject to deduction at sources as per the income tax act.

Medical Insurance Premium may change based on the latest insurance plans and coverage as per the renewals or changes that happen periodically.

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ANNEXURE C

Basket of Allowances

House Rent Allowance	5% to 50% of Basic
Leave Travel Allowance	Maximum capping of ₹1,00,000 per annum
Child Education Allowance	₹1200 per Child per annum
Meal Allowance	₹1100 or ₹2200 per month
Car Fuel and Maintenance Allowance	₹21600 per annum for 1600 cc and below, ₹28,800 per annum for 1600 cc and above
Driver's Salary*	₹10,800 per annum
Professional Development Allowance	Maximum capping of ₹1,00,000 per annum
National Pension Scheme	Minimum of ₹6015 per annum with a maximum limit of 10% of Basic

* Driver's Salary is applicable only to Grade 6A & above

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ANNEXURE D

Documents Required for the Joining

1.Educational and Technical Certifications

- 1.Copy of Standard X certificate and mark sheets.
- 2.Copy of Standard XII certificate and mark sheets.
- 3.Copy of Degree Certificate(s)Graduate and Post Graduate.
- 4.Copy of Mark Sheets of all years all Graduate/Post Graduate Programs.
5. Copy of any other Certifications/Course(s) attended.

2.Employment History

- 1.Copies of Appointment Letters (ALL previous employers).
- 2.Copies of Release and Experience Letters (ALL previous employers).
- 3.Copies of first and latest Salary Certificate/Slip (from last Employer).

3.Copy of Passport

4.Four passport size color photographs taken of US visa size 50mmX50mm with white back ground.

5.Copy of permanent and present address proof.

6.Copy of Identity Proof.

7.Copy of PAN card and Aadhaar card.

8.Details/Documents of court cases, if any, pending against you.

All these documents must be self-attested.

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ANNEXURE E

Details of the Induction program

®BIRLASOFT Limited
Invites you
For the Induction Program

Program Details
<p>Day: September 14, 2022</p> <p>Time: 09:00 AM to 06:00 PM Venue: Building A, Plot no. EL207/1, TTC Industrial Area, Mahape, Navi Mumbai 400710, Maharashtra, India Dress Code: Business Formals</p> <p>* Refreshments will be provided on Day 1</p>

On your arrival to the campus visit the security for guidance. After creation of the temporary employee card contact the reception. Please wait until you are escorted to the Training room.

Joining Date: **September 14, 2022**

Venue: Building A, Plot no. EL207/1, TTC Industrial Area, Mahape, Navi Mumbai 400710, Maharashtra, India

Please bring a copy of this offer letter with you on the date of joining.

Please note that later, you will be invited for the second and final part of the induction program, which is the Corporate Induction Program organized once a month.

For any further assistance, you can contact Neha Phadke

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ANNEXURE F

Relocation Benefit for Outstation Candidates/Employees

To facilitate relocation to your joining/reporting location in Birlasoft, you are entitled to the following relocation expenses:

1. Travel Expenses: Travel expenses for self + Spouse + max of 2 dependents. Dependents could be children or dependent parents.

Grade	For Distance < 500 kms	Distance >500 kms. (Air)	Train
4A	Deluxe AC Bus/personal vehicle/ AC chair car/Three Tier AC	Economy Class	II / III A/c

- Relocation Benefit is applicable for outstation candidates only (i.e. those relocating from a distance of >100 kms. from the shortest route to Birlasoft Office).
- **Mumbai-Pune-Mumbai Relocation:** Those getting relocated from Mumbai to Pune or Pune to Mumbai will be eligible for relocation expenses of one taxi (up to Innova / equivalent level). They should contact the Transport Desk of Birlasoft Pune / Mumbai for doing the cab bookings. Where employees book their own taxi will be eligible for actual taxi expense reimbursement on production of original taxi bills, upto **5,000/-** which should have GST number of the taxi and GST paid amount should be clearly mentioned.

2. **Relocation of Household Items:** The employees will be eligible for following expenses for relocation of household items:

Grade	Distance 500 - 1000 kms	Distance 1000-1500 kms	Distance > 1500 kms
4A	Up to ₹ 30,000	Up to ₹ 40,000	Up to ₹ 60,000
For locations with distance less than 500 Km			
Grades	4A		
Expense Limit	Up to ₹ 20,000		

- The distance mentioned is road distance by shortest logical route, where depending upon the route 10% variation is possible in certain routes.
- Empaneled Vendors of the company should be used for transfer of household goods, wherever empaneled vendors are available. Please write to Fmhhelpdesk-noida@birlasoft.com to get the list of empaneled vendors. If Vendors are not available in your area, then you can use other available vendors and reimburse the amount.
- All type of relocation expenses would be reimbursed/paid based on production of actual bills.
- The relocation expense limit includes cost of transfer of vehicles, cost of reasonable freight and forwarding charges of household goods and brokerage paid (if any) for renting an accommodation.
- The relocation related expenses have to be incurred and remain valid upto 90 days from the date of joining. All expense claims have to be submitted within 15 days of incurring expense.

3. **Accommodation:** The Company would, on request, provide Guest House accommodation for outstation candidates (Self + Spouse + 2 dependents) for an initial period of 10 calendar days, extendable to 5 more days subject to approvals from Delivery Manager/Account Manager/Skip Supervisor, who should be in Grade 6A or above. .

Birlasoft Limited

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