

DET – New Hire - Domestic Relocation Policy



Relocation Policy

- For the purpose of this policy, 'family' of employee includes one set of parents, spouse and two children.
- Relocation will be applicable for a distance of minimum 100 km from current location to new work location.

2.2 Household Goods Transportation (HHG)

Cummins will reimburse the transportation of household goods from city of origin to the new work location. All household goods transportation arrangements will be made through the Cummins appointed Relocation Vendor. This includes packing, loading and unpacking of the household goods.

In cases where the employee has more than 250 cu.ft of goods to transferred, CBS Domestic Relocation team will support the HHG transportation.

In cases where HHG is less than 250 cu.ft, or in location where Cummins appointed vendor is unable to provide services, employees can claim up to INR 20,000 or actual expenses, whichever is lower, for self-transportation of the goods on production of original bills/ receipts, with prior approval from CBS Domestic Relocation. Employee has to furnish three quotations to CBS Domestic Relocation. The one with the lowest quote will be approved.

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2.3 Insurance

If the employee decides to insure his/her personal effects during transportation, the company will reimburse the insurance premium at actuals.

Cummins will provide coverage for Insurance against Accident, Fire & Theft.

The employee may request for additional coverage from the appointed Vendor at their personal expense (Optional).

2.4 Vehicle Transportation

Cummins will arrange and pay for the transportation of vehicles owned by the employee. The employee shall be eligible for transporting one car and one two wheeler. In locations where the Cummins appointed vendor is not able to provide services, the employee can reimburse expenses as below:

- 1) For two wheeler, actual transportation expenses or Rs. 7500/-, whichever is less. Two wheelers should be transported with household goods whenever possible.
- 2) For Car, actual transportation expenses or Rs. 15,000/-, whichever is less.
- 3) 100% Reimbursement for One Time RTO tax up to a maximum of Rs 50,000/- for Vehicle registration is allowed on provision of documents. The vehicle should be registered in the name of the employee.

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2.5 Relocation Travel

The relocating employee and his family members are entitled to travel as per the travel rules of the company. The amount reimbursable will be the corresponding 2AC Rail Fare or actual expenses whichever is lower. If the employee decides to travel in his/her own car, he/she will be reimbursed for the actual cost of fuel on production of bills.

2.6 Temporary Living

The relocating employee and his eligible family members will be allowed to stay in interim temporary housing in the new work location. The Company will allow for temporary living including lodging & meals for a period of not more than 15 days (including weekends & public holidays). All relocation related temporary living services will be aligned to the existing Cummins India ABO New Travel & Entertainment Policy.

1) Locations having Cummins Preferred Hotels:

The employee should opt to stay at the Cummins preferred hotels listed by CBS Travel in the new work locations. The relocating employee will be provided expenses on food & beverages (including room service) maximum up to INR 500 for per day per person or actual expenses whichever is lower. This is applicable for Self and eligible family members. All expenses should be supported by bills. Expenses towards Liquor and tobacco will not be reimbursed in these cases.

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2) Locations having Cummins Non Preferred Hotels:

In the locations where Cummins preferred hotels are not available, the employee may choose to stay in other hotels in alignment with the policy stated above. In such case the employee should reach out to Line HR for upper limits of tariff allowed as per policy well in advance of the actual move date.

For such cases where the relocating employee will be provided with expenses on food & beverages (including room service) maximum up to INR 500 for per day per person or actual expenses whichever is lower. This is applicable for Self and eligible family members. All expenses should be supported by bills. Expenses towards Liquor and tobacco will not be reimbursed in these cases.

No Show/Cancellation: It is the employee's responsibility to cancel/amend the room reservation in situations where changes are required. Any charges applicable due to personal reasons for cancellation or no show will be payable by the employee.

3) Own Accommodation: Employee choosing to stay in a private residence with either family/friends for domestic relocation will be provided INR 500 for per day per person for self and eligible family members.

From a safety perspective, it is recommended that employees should inform the details of their accommodation arrangement to their Hiring Managers/ Colleagues/ Family.

3) Expenses for telephone facility will not be covered under the policy.

4) Laundry expenses will be reimbursed for employees where their total hotel stay exceeds 3 days. These expenses will be allowed maximum up to INR 300 per day per family.



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2.7 Housing & Destination Services

1) House Deposit: Whenever an employee is not provided with company leased accommodation, they shall be paid an advance up to 10 months rent or actuals whichever is less towards house deposit. The advance amount shall then be recovered from the employee's salary in 18 equal monthly installments. All necessary documents will be required for submission towards utilizing this benefit.

2) Brokerage: The Company will reimburse Brokerage to the relocating employee for a maximum of two months' rent or actual, whichever is lower. All necessary documents will be required for submission towards reimbursement.

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2.10 Timelines for utilizing Domestic Relocation Benefits

It is recommended that the employee should use relocation benefits within 6 months of date of joining/transfer at the new work location.

However, for employees having school going children (Dependents) the period can be extended up to a maximum of 12 months, subject to pre-approval from HR Directors.

2.11 Repayment Agreement

The repayment clause stated below is applicable for all benefits provided under the Domestic Relocation Policy (except Clause No. 2.1, 2.9 & 2.10). The employee should remain in employment with Cummins India entities for two consecutive years to benefit from the repayment agreement. In the event of not doing so the relocation expenses incurred by Cummins will be recovered from the employee as per the following plan:

100% Repayment: If employee leaves before end of 12 months from date of claiming relocation benefits

50% Repayment: If employee leaves after 12 months and before end of 24 months from date of claiming relocation benefits

In cases where the Employee has relocated twice within 6-12 months, the last relocation & related expenses will be considered for the repayment.

All the relocation expenses shall be subject to Income Tax Act and Rules as applicable at the time of payment. The policy shall not be changed for a period of two years unless there are exceptional circumstances.



Important Contacts

Work Location - Ranjangaon

Contacts	Name	Contact Number
1st Contact	Puja Singh	7722028214
2nd Contact	Smarak Jyoti	9922447930
Boarding	Hotel Name and Address	Hotel Yash Inn, P 11, Ranjangaon MIDC, Pune - 412220 Telephone - 02138-690777/645411, 7720092492

Work Location - Ahmednagar

Contacts	Name	Contact Number
1st Contact	Archana Ghorpade	9146060048
2nd Contact	Jitendra Badgujar	9011010059
Boarding	Hotel Name and Address	Opp Anand Rishiji Hospital Station Road, Ahmednagar-414001, Maharashtra. India. Telephone - +91 90111 37000 / +91 241 2327000 +91 73500 01560 / +91 73500 01551

Common Contacts

Contacts	Name	Contact Number
Common Contacts	Abhishek Dubey	9146006986
Central Recruitment Team	Sagar Rajpathak	9130089174