

# Relocation Policy - Staff

Policy #HR421B

Relocation Policy - Staff

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## Release Control

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Release Date	Version No:	Details	Released by	Approved by
23 January 2025	V1.0	First Release – Relocation Policy for Staff	Mr Jagdeep Singh Rawat	Vice-Chancellor, Professor Ananya Mukherjee  Executive Director, Col G Raja Sekhar (Retd.)

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Department:	Represented By:	Date
Human Resources	Mr Jagdeep Singh Rawat	23 January 2025

### POLICY RATIFIED BY:

Department:	Represented By:	Date
Vice-Chancellor	Professor Ananya Mukherjee	13 January 2025
Executive - Director	Col G Raja Sekhar (Retd.)	13 January 2025
Head - HR	Mr Jagdeep Singh Rawat	10 January 2025
Director - Finance	Mr Abhinav Gaur	6 January 2025
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**RELOCATION POLICY - STAFF**

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# Relocation Policy - Staff

## 1. PURPOSE

The purpose of the policy is to provide one-time financial assistance and support to the new joining staff members who are relocating as part of their employment with the Shiv Nadar IoE. This policy describes the services and benefits provided to the members of the University on relocation.

## 2. SCOPE

This policy covers all full-time staff appointments who will be associated with the University for at least a minimum period of one year. The policy is applicable to all schools, departments and entities of Shiv Nadar Institution of Eminence deemed to be University unless otherwise specified.

## 3. RELOCATION BENEFITS

This policy covers the following relocation benefits:

1. Relocation Reimbursement
2. Immigration Services

### 3.1. Relocation Reimbursement

#### 3.1.1. Terms of Relocation Reimbursement

- I. Relocation reimbursement amount mentioned below is the upper limit and the actual reimbursement will be made against production of original invoices / receipts for the expenses incurred.
- II. All expenses must be compiled together and can be claimed in two (2) tranches as follows -
  - The first claim should be made within 90 days from the date of joining the University but not later than the financial year ending i.e. 31<sup>st</sup> March.
  - The bill date and reimbursement claim date must be for the same financial year.
  - Bills pertaining for the last week of March, to be claimed within the first week of April / as per notification received from the Finance department.
  - Considering that the family members may not relocate at the time of joining of employee, they can make the final reimbursement claim in the second tranche

by submitting the remaining bills within 365 / 366 days from the date of joining the University but not later than the financial year ending i.e. 31<sup>st</sup> March.

- III. The amount paid will be recovered in full, in case a member leaves the University within 365/366 days of joining for any reason whatsoever.
- IV. This is a one-time reimbursement to assist with
  - a) travel of self & family
  - b) transportation of Baggage (household goods) and vehicle, transit stay and transit insurance
  - c) Transit stay (if required, enroute to the university)
  - d) Transit insurance for self is mandatory
- V. In case of air travel, reimbursement will be done for economy class only.
- VI. In case of international relocation, the exchange rate of the currency for the conversion in Rupees will be as per the date of the bill.
- VII. Where a member and his/her spouse are joining the University around the same time and relocating from the same location, only one relocation package will be offered. In case, the spouse travels on a later date, only the travel in addition to the relocation package will be offered.
- VIII. Reimbursement shall be claimed via HR -ERP. ([HR-ERP](#) --> [Self-services](#) --> [Relocation Claim](#)).

### 3.1.2. Reimbursement Limits

Position /Designation	Within Delhi NCR* (In INR)	From outside Delhi NCR (Domestic) (In INR)	From outside India (In INR)
<b>Manager and above</b>	Nil <i>(if relocating from Ghaziabad, Greater Noida, Noida and Bulandshahr)</i>	1,50,000	2,00,000
	50,000 <i>(if relocating from other than the aforementioned locations within Delhi NCR to Dadri, Greater Noida, Noida or Ghaziabad)</i>		

Position /Designation	Within Delhi NCR* (In INR)	From outside Delhi NCR (Domestic) (In INR)	From outside India (In INR)
<b>Upto Deputy Manager</b>	Nil <i>(if relocating from Ghaziabad, Greater Noida, Noida and Bulandshahr)</i>	1,00,000	1,50,000
	25,000 <i>(if relocating from other than the aforementioned locations within Delhi NCR to Dadri, Greater Noida, Noida or Ghaziabad)</i>		

\*Delhi NCR: as defined by the Government of India.

### 3.2. Immigration Services (for Expats)

The members (foreign nationals) shall be assisted with visa consultancy and FRRO registration. The fee incurred in the VISA application (only for employees) shall be borne by the University.

Family members immigration is taken care of by the individual. However, if they need assistance, they can be connected with an agent to avail the services on a chargeable basis.

## 5. INTERIM HOUSING

To facilitate the stay of the member and their family, the University will arrange for interim accommodation in the Visitor Hostel (VH) for two weeks, subject to the availability.

### Note -

- I. Under no circumstances will any of these benefits/services be substituted for cash.
- II. Member may be provided a 2-week complimentary stay in the University visitor hostel (VH), subject to the availability.
- III. The stay may only be extended on genuine grounds for up to 2 weeks on a chargeable basis, subject to the approval of Head of the Department and unit availability.
- IV. Expenses for meals/laundry during the stay in the Visitors Hostel (VH) shall be borne by the member.

- V. Storage of Goods may also be facilitated if a member relocates inside the campus, subject to the availability of space.

## **6. AMENDMENT**

HR may modify, change, amend, exclude or include any clause from time to time.

## **7. EXCEPTIONS**

In case of any exceptional circumstances, the decision of the Head HR will be considered as final and binding on all members.

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