

Sub.: Details of incentives to employees.

1. As a company policy salary will be revised once in a year i.e., on 1<sup>st</sup> of April every year. Salary for the month of April will be paid in May. From the year 2009 it is proposed that, salary increase is in fixed slabs depending on performance, qualification, seniority, etc., shall be given. The salary increase shall be in the range of 5% upto 30%.
2. No separate conveyance for employees to and fro from their residence to place of work shall be provided. However, people living more than 15 kms from their place of work and commuting by their own automobile can make an application for conveyance beyond 30 kms. Conveyance to and fro shall be paid @ Rs. 1.45/- for two wheelers per kilometer. The same shall be increased or decreased on a prorata basis with increase or decrease in price of petrol.
3. In order to encourage use of efficient automobiles, employees are encouraged to shift from vehicles more then 10 years old to new or more fuel efficient vehicles. For that purpose earlier there was a policy of providing a loan of Rs. 10,000/- for purchase of two wheelers. As a cost of vehicles has increased and therefore the loan can be increased to Rs. 15,000/- with a monthly deduction of Rs. 500/-. However, such loan shall be provided only for vehicle costing less than Rs. 60,000/- and loan period is 3 years. For vehicle costing between Rs. 60,000/- & 70,000/- loan shall be Rs. 10,000/-. For vehicle costing above Rs. 70,000/- loan shall be nil.
4. To encourage use of public transport for reducing congestion of roads and reduction of CO<sub>2</sub> emission, employees are encouraged to use public transportation. Employees earlier using a 2 wheeler who have switched to public transport can claim an allowance equal to 60% of bus or train pass.
5. For those employees using their own vehicles for company work during office hours, 75% of maintenance charges can be claimed from the company. However, to be eligible for maintenance charges reimbursement, a pacca bill from a reputed authorized service centre must be provided. Maintenance charges shall also be paid for replacement of tyres and tubes. (circular no. 132(f) dt. 17.05.17).
6. Employees shall be given mobile allowance as given under. It shall be paid only to the employees having CUG connection from Airtel. Heads of division and sales managers – 499 plan with 3G – 1 GB, all other managers, admin officers at site, sales division, promotions division, purchase officers, etc., - 349 plan with 3G – 500 MB. Others 249 plan without 3G. Employees on 499 & 349 plans must carry a 3G enabled smart phone. For purchase of a smart phone a onetime loan of Rs. 5,000/- can be given - recovered @ Rs. 500/- per month.
7. ESI will be deducted from all employees having a gross salary of less than Rs. 21,000/- . ESI covers medical costs of all dependent members of an employee. Reimbursement for loss of pay is also available. Medical insurance for the employee and the immediate family up to Rs. 2,00,000/- shall be provided for all employees whose gross salary is more than Rs. 21,000/-. 25% of the premium for the same shall be deducted from the employees salary.

8. P.F. shall be deducted from the employees salary where the basic salary is less than Rs. 15,000/-. Employees whose salary is more than Rs. 15,000/- may opt not to get P.F. deducted from their salary and an application for the same should be made.
9. Incentives are being paid to Engineers (Circular No. 539 series), Sales Executives (Circular No. 414 series) and the Customers Relation Team as per the company policy. Incentives amounts to a substantial portion of income to Sales Executives. Engineers can expect large lumpsum payments at the end of each project.
10. Personal Accident Insurance of Rs. 2,00,000/- shall be taken for all employees. Employees who are not wearing helmets or using mobile phones while driving may be penalized by deduction of accident insurance premium and/or medical insurance premium from their salaries. Administrative Officers/Managers at each sites shall enforce the above.
11. To encourage employees to complete their studies and for further studies, the loans and incentives shall be given as per details mentioned in circular no. 109 series. Similar policy has been given to encourage employees for learning computers.
12. Employees are encouraged to buy their own houses in the company projects. An employee discount shall be offered to the employee along with an interest free loan of Rs. 50,000/- adjusted in the last installment. Management reserves the right to approve or reject an application for purchase of house under this scheme.
13. The company is offering 24 leaves a year to each employee i.e., over and above 52 Sundays and 12 holidays. Employees not availing the leave can encash them on a monthly basis.
14. As a general policy OTs are not being paid to employees . However, employees may claim OTs for working on holidays or when they have work for more than four hours on any working day beyond office hours.

Managing Director.