



# **SAIBABA POLYMER TECHNOLOGIES PRIVATE LIMITED**

**(Plastic & AdBlue)  
Division**

**HR Policies**

# Ethics & Code of Conduct

At SBPT, we are committed to doing business with integrity, honesty, and responsibility. Our Code of Conduct outlines the ethical standards we expect from all employees, including management and contract workers. These values help us build trust with our customers, investors, and employees and ensure that we operate fairly and responsibly.

## Code of Conduct in Practice

Our Code of Conduct guides how employees should behave every day at work.

## Ethical Business Practices

- **Honesty:** Always be truthful and accurate in what we say and do.
- **Confidentiality:** Keep sensitive information private and secure.
- **Anti-Discrimination:** Treat everyone fairly, no matter his or her background.
- **Fair Treatment:** Respect every individual and ensure fairness in all decisions.
- **Compliance:** Follow all laws, rules, and regulations related to our business.

## Behaviour in the Workplace

- **Professionalism:** Maintain professionalism and represent the company positively.
- **Teamwork:** Work together and communicate openly with colleagues.
- **Avoid Conflicts of Interest:** Disclose any personal interests that may affect or compromise the integrity of the company's work.

## Sustainability and Environmental Responsibility

- **Resource Efficiency:** Use resources wisely and reduce waste.
- **Environmental Protection:** Implement eco-friendly practices.
- **Social Responsibility:** Support the communities and help improve social well-being.

## Benefits of Ethical Behaviors

Following the Code of Conduct brings several advantages:

- **Customer Loyalty:** When we act ethically, customers trust us and stay loyal.
- **Legal Protection:** By following laws and ethical standards, we avoid legal issues.

- **Attracting Talent:** Talented people want to work for a company with strong values.
- **Good Reputation:** Ethical behaviour helps build a positive reputation for our company.

### **Monitoring and Enforcement**

SBPT has established a system to promote and uphold ethical behavior, ensuring adherence to the Code of Conduct.

- **Top Management:** They oversee the overall implementation of the Code of Conduct.
- **Middle Management:** Department Heads and Plant Heads make sure their teams follow the ethical guidelines.

**Training:** We provide regular training to help employees understand the importance of ethical behaviour. By following these ethical principles, SBPT aims to create a positive work environment and build trust with all stakeholders, leading to long-term success.

# Confidential Policy

At SBPT, we are committed to protecting sensitive information to maintain the privacy of our employees, customers, and business operations. This Confidentiality Policy outlines the guidelines for handling confidential information, ensuring that all employees understand their responsibilities regarding the collection, maintenance, and disclosure of such information. All staff members must maintain strict confidentiality and report any breach of security to the Human Resources Department or the relevant authority. Violating this policy may result in disciplinary actions, including potential legal consequences.

## General Policies on Confidentiality

- **Use of Proprietary Information:** Employees are prohibited from disclosing or using proprietary or confidential information unless required for their job duties. This includes any confidential information acquired during employment with SBPT or any previous employer.
- **Protecting Confidential Information:**
  - Do not discuss confidential information with anyone, including co-workers, customers, or individuals outside the company, except when necessary for job-related duties.
  - Be mindful of your surroundings to prevent unauthorized persons from overhearing confidential discussions.
  - Before leaving your desk, ensure all confidential information is cleared, and lock your computer using the "lockout" feature to protect data when you step away.
  - Files containing confidential information should be marked as "Confidential."
- **Use of Computers:** Access to personal computers intended for work use should be restricted to authorized personnel only.
- **Mail and Documents:** Mail marked, as "confidential" should only be opened by the individual to whom it is addressed
- **Honest Collection of Information:** Only use legitimate methods to collect information. Whenever possible, obtain the information directly from the individual concerned.

- **Media Inquiries:** Any inquiries from the media concerning our operations or staff should be directed to the Human Resources Department.
- **Clarification on Disclosure:** If you are uncertain about sharing information, always seek guidance from your supervisor. Don't hesitate to prioritize caution over pressure when it comes to disclosure.
- **Outside Requests for Employee Information:** Release of Employee Data: We will not release employee information to external individuals or organizations without the employee's consent, except when required by law, court order, or judicial process. The request must be accompanied by the appropriate legal document.
- **Employee Authorization for Release:** If an employee requests the company to release their information (e.g., for a loan application), the employee must sign a release and waiver. A spouse or relative cannot authorize the release without a court order.
- **References for Former Employees:** When providing references for former employees, we will limit the information shared to dates of employment and the job(s) held, unless authorized by the company president. Any additional information will only be released if the former employee signs a release form. Any verbal or telephone reference should be documented, including what was shared and with whom.

### **Confidential Business Operations Information**

Certain staff members may have access to sensitive information about our company, customers, and employees. This information must be kept confidential both internally (within the company) and externally (outside the company).

- **Internal Confidentiality:** Do not discuss sensitive business information beyond what is necessary for performing your job duties.
- **External Confidentiality:** Do not share confidential business information with anyone outside the company, including family members, unless explicitly authorized to do so.

By adhering to this Confidentiality Policy, we ensure that SBPT maintains its reputation for trust, professionalism, and privacy. We rely on the commitment of every employee to safeguard the information that is crucial to the success and integrity of our business operations.

## **Leave Policy**

- i. The Leave eligibility shall be computed and operated on a Financial Year basis. (April - March).
- ii. The number of days of leave entitlement (all types of Leave) will be prorated based on the date the employee joins the organization during the current financial year.
- iii. Leave should be planned well in advance (except in exigencies) such that it does not affect day-to-day work and is applied in the prescribed application form.
- iv. Leave application can be sent to the Head for approval, however, prior verbal / e-mail approval from the superior is required before proceeding on leave.
- v. All leave should have the prior approval /post-ratification of the Department Head.
- vi. Any leave taken without prior approval or is not regularized by the Dept. Head; post facto would be treated as “absence without leave” and be processed on a “loss of pay” basis.
- vii. Nevertheless, ‘loss of pay’ is not an automatic option that could be exercised when there is no leave balance. It is a facility to be exercised under genuine circumstances only.
- viii. An employee is said to be on “absence without leave” if he/she avails leave without prior intimation or is not ratified subsequently, though he/ she may have leave to his/her credit. (Any employee going on leave for more than 3 days of without intimation would entail serious consequences).
- ix. Absence for a continuous period without prior approval/sanction/information of your superior (including overstay on leave) for a period of 3 days or more may result in losing your lien on the service.
- x. Absence for a continuous period without prior approval/sanction/information of your superior (including overstay on leave) for a period of 10 days or more, may result in immediate termination of your services.

# IT Policy

## Purpose

SBPT IT Policy establishes the rules for using SBPT's information technology resources responsibly. These resources are to be used efficiently, securely, and in compliance with company standards and applicable laws.

## Scope

- This policy applies to all employees who use the company's IT resources, including:
- Computers, laptops, and mobile devices.
- Software, applications, and network systems.
- Email and internet access.

## Acceptable Use

- Use company IT resources for work-related tasks only.
- Protect sensitive company information from unauthorised access.
- Ensure the security of passwords and company devices.
- Comply with data protection regulations.

## Prohibited Use

- Accessing inappropriate or non-work-related websites.
- Installing unauthorised software on company devices.
- Using company IT resources for illegal activities or personal business transactions.

## Security

- Employees must maintain strong passwords and secure devices.
- Report any IT security breaches or issues to the IT department immediately.
- Refrain from sharing passwords or company data with unauthorized individuals.

## Authorized Access

Employees are granted access to IT systems and data based on their role and responsibilities. Employees must use their individual login credentials and should never share their login credentials with others.

## **Software Installation and Usage**

- Only authorized software may be installed on company devices and systems.
- Do not install unlicensed or unauthorized software, including personal software or games.
- The IT department must be notified of any software requirements or upgrades.
- Hardware Usage and Maintenance
- Company-issued devices- laptops, desktops, and mobile devices must be used exclusively for work purposes.
- Employees are responsible for the general care of their equipment and must report any damage, loss, or malfunction immediately to the IT department.
- The company reserves the right to monitor and inspect any equipment, including devices used remotely, to ensure compliance with this policy.

## **Network Security**

- All company networks must be secured through firewalls, encryption, and other protective measures to prevent unauthorized access.
- Employees must connect to the company network using secure, VPN-enabled devices and protocols when working remotely.

## **Malware and Antivirus Protection**

- Employees must install and regularly update antivirus software on all company-issued devices.
- Suspicious emails, attachments, and links should be reported to the IT department for investigation.

## **Incident Reporting**

- Any suspected cybersecurity incidents, including phishing attacks, malware infections, or unauthorized access, must be reported immediately to the IT department.
- Employees should not attempt to resolve security incidents without consulting the IT team.

## **Consequences**

- Violations of the IT policy can lead to disciplinary action, including:
- First Offense: Warning and mandatory training on IT security.
- Second Offense: Suspension of access to IT systems or tools.
- Third Offense: Termination of employment, depending on severity.



# Internet Policy

## Acceptable use

Subject to all other provisions laid out in this Policy, employees shall use the Internet access provided by SBPT for:

### Work-related purposes.

- Sending and receiving work-related email messages.
- Accessing the World Wide Web for official purposes.
- Utilizing any other Internet services or protocol for official purposes is subject to obtaining prior permission for such use from the Management.

### Unacceptable use

- The Internet access provided by the company shall not be used for:
- Any Personal or Commercial purposes.
- Sending unsolicited bulk email.
- Reading and posting personal Usenet messages.
- Disseminating confidential information relating to SBPT.
- Any illegal purpose.
- Sending and receiving personal email messages.
- Hacking into unauthorized areas.
- Creating or transmitting defamatory material.
- Undertaking deliberate activities that waste staff effort or networked resources.
- Introducing any form of computer virus into the corporate network.
- Knowingly causing interference with or disruption to any network, information service, equipment or any user thereof.
- Creating unnecessary business risk to the Company by misuse of the Internet Service.
- Disseminating personal contact information of officers or employees of SBPT without their consent.
- Knowingly causing any other person to view content which could render the company liable for prosecution or payment of any damages.

- Knowingly downloading or requesting software or media files or data streams that the employee knows will use a greater amount of network bandwidth than is appropriate
- Visiting internet sites that contain obscene, hateful or pornographic material or any gaming or gambling sites.
- Using the computer or internet to perpetrate any form of fraud, or software or music piracy.
- Using the internet to send offensive or harassing material to other users.
- Downloading commercial software or any copyrighted materials belonging to third parties.

### **Consequences of Unacceptable Use**

- The responsibility for the use of the Internet, mobile phones & storage devices that do not comply with this Policy lies with the employee who uses such IT facility.
- Under the terms of this Policy, every Employee shall indemnify SBPT for any losses suffered by SBPT on account of unlawful use of the internet facility or breach of this Policy.
- SBPT shall review any alleged breach of this Policy on an ongoing basis for every User. If, in the sole opinion of SBPT, the breach is of a serious nature which questions the integrity of the User (for example, e-mailing confidential information of the company to a competitor), it shall be sufficient grounds for SBPT to dismiss the User.
- In any other cases, an alleged breach shall be dealt with as follows:
- The User shall be informed of the alleged breach and shall be given an opportunity to respond to the allegations.
- If the User is unable to provide a satisfactory explanation he/she shall be warned and instructed to desist from such acts and/or where applicable, to remedy the breach.
- If the User continues with the breach or does not remedy the breach committed, SBPT, at its option, shall withdraw the employee's access to the IT and provide a final warning to the User.
- If the conduct of the User does not improve and he/she continues with acts which breach this Policy, the User shall, at the sole option of SBPT, be dismissed.

### **Enforcement**

Any employee who violates this Policy may be subject to disciplinary action, up to and including termination of employment.

# Annual Health Check-Up Policy

## Purpose

This policy outlines the procedure for organizing annual health check-ups for employees on company premises. The initiative promotes employee well-being, early detection of health risks, and overall productivity by making health screenings convenient.

## Scope

Applies to all Regular Full-Time Employees & Probationary Employees employees working at SBPT.

## Policy Statement

### Company Commitment to Employee Health

The Company values the health of its employees and acknowledges that regular health check-ups play a crucial role in preventing illness, improving productivity, and maintaining a positive work environment.

## Health and Wellness Support

The Company aims to create a work environment where employees feel supported in their health and wellness. The annual health check-up initiative is one of the several wellness programs available to employees.

## Frequency and Timing

- **Provider:** Health check-ups will be carried out by a certified healthcare professional chosen by the company
- **Frequency:** Once a year, on dates specified by HR.
- **Location:** Health check-up takes place in a designated area within the unit's premises, such as a conference room or a temporary clinic

## Process

- **Step 1:** Announcement and Scheduling

HR will announce the health check-up dates and provide a link or form for employees to register for a convenient time slot.

- **Step 2: Health Check-Up Day**

Employees will visit the designated area at their scheduled time.

Healthcare professionals will conduct the tests and provide preliminary feedback (if applicable).

- **Step 3: Follow-Up**

Employees will receive confidential reports via email or through the healthcare provider's portal.

Employees are encouraged to consult their doctor if any issues are flagged.

### **Confidentiality**

All medical data collected during the health check-up will remain confidential. Reports will only be shared directly with the employee and not stored by the company without explicit consent.

### **Cost Coverage**

The company will bear the full cost of the standard health check-up package.

Additional tests or treatments recommended by the healthcare provider will be at the employee's expense unless covered under the company's health insurance.

### **Responsibilities**

- **Company Responsibilities:**

Organize and fund the health check-ups.

Partner with a reputed healthcare provider.

Ensure smooth scheduling and minimal disruption to work.

- **Employee Responsibilities:**

Attend the health check-up at the scheduled time.

Provide accurate health information to the healthcare provider (if required).

Follow up with their physician for any additional consultation or treatment.

## **Open Door Policy**

At SBPT, we have adopted an Open Door Policy to ensure that all employees have access to open communication with managers at every level. This policy literally means that every manager's door is open to all employees, encouraging open dialogue, feedback, and discussions about any matters that are important to them.

If any aspect of your work causes concern, it is your responsibility to bring it to a manager's attention. Whether you have a problem, complaint, suggestion, or observation, your managers are eager to hear from you. By listening to employees, the company can improve its operations, resolve issues, and help employees understand the reasoning behind practices, processes, and decisions.

While it is encouraged that most issues be addressed with your immediate supervisor as a first step, the Open Door Policy allows you to raise your concerns with higher levels of management or the Human Resources team if necessary. Regardless of how you choose to approach your problem, complaint, or suggestion, you will find that managers across the organization are committed to listening, assisting, and working toward a resolution or clarification.

# Ethical Trading Initiative (ETI) Policy

At SBPT, we are dedicated to maintaining the highest standards of ethical conduct in all aspects of our business, as reflected in our HR policy. Our commitment to the Ethical Trading Initiative (ETI) principles ensures that we operate responsibly, transparently, and in compliance with applicable laws.

## Ethical Trading Initiative (ETI) Principles

In line with the ETI Base Code, SBPT commits to the following principles in our operations:

1. **Employment is Freely Chosen:** We ensure that all employees work voluntarily and have the right to leave employment with appropriate notice.
2. **No Forced, Involuntary, or Child Labour:** We do not engage in or condone forced labour or child labour in any form.
3. **Safe and Healthy Working Conditions:** We provide a safe and healthy working environment for all employees and comply with health and safety laws and regulations.
4. **Freedom of Association:** Employees are free to form or join trade unions or other organizations of their choice without fear of retaliation.
5. **Equal Opportunities:** We promote equal opportunities and prohibit any form of discrimination, harassment, or exploitation.
6. **Fair Remuneration:** Employees are paid fairly and in accordance with local laws and regulations to ensure a decent standard of living.
7. **Working Hours:** We ensure that employee working hours comply with applicable laws and are not excessive.
8. **Anti-Corruption and Anti-Bribery Policy**  
SBPT upholds a strict Anti-Corruption and Anti-Bribery policy to promote transparency, fairness, and accountability within the organization.

## Key Policy Guidelines:

### Zero Tolerance for Corruption and Bribery

SBPT maintains a zero-tolerance stance towards any form of corruption or bribery, including the offering, receiving, or soliciting of bribes, kickbacks, or illicit payments in any form, whether directly or indirectly.

## **Gifts and Hospitality**

- Employees may accept or offer gifts or hospitality that are reasonable, appropriate and do not influence business decisions. However, gifts and hospitality must be transparent, and their value must not exceed acceptable limits as defined by the company.
- Facilitation Payments
- SBPT strictly prohibits facilitation payments, which are payments made to expedite routine actions or services, and any attempt to influence official actions improperly.
- Due Diligence on Third Parties
- We ensure that business partners, suppliers, contractors, and other third parties adhere to the same high ethical standards as SBPT. The company conducts due diligence to assess the ethical practices of potential partners before entering into any business relationship.
- Compliance with Legal and Regulatory Requirements
- All employees must comply with local, national, and international anti-corruption and anti-bribery laws. SBPT ensures that our business operations and relationships are conducted in accordance with these laws.

# Substance Misuse Policy

## Purpose

The purpose of this Substance Misuse Policy is to provide guidelines for the prevention, identification, and management of substance misuse in the workplace. The company is committed to maintaining a safe, healthy, and productive environment for all employees and believes that misuse of substances such as alcohol, drugs, or other controlled substances can significantly impact an individual's work performance, safety, and well-being.

## Scope

This policy applies to all employees, contractors, consultants, and any other individuals working on behalf of the company. It covers the use of substances both during work hours and outside of work when the employee's behaviour may affect their work, the safety of others, or the reputation of the company.

## Definition of Substance Misuse

- Alcohol: Excessive consumption or use during work hours or company-related events.
- Illegal Drugs: Possession, use, or distribution of illegal substances.
- Prescription and Over-the-counter Drugs: Misuse or abuse that impairs performance or safety.

## Prohibited Conduct

- Reporting to work under the influence of drugs or alcohol.
- Using, possessing, or distributing illegal drugs or alcohol while at work or during company events.
- Misusing prescription or over-the-counter drugs that impair your ability to perform your job.

## Responsibilities

- Employees must ensure they are fit for duty and avoid substance misuse during work hours.
- Employees are encouraged to seek help if they are experiencing substance misuse issues.
- Employees are expected to follow all company drug and alcohol testing procedures if required.

## Consequences

- First Offense: Formal warning and referral to the Employee Assistance Program (EAP).
- Second Offense: Suspension without pay and mandatory counselling.
- Third Offense: Immediate termination, depending on severity.

## Testing

- Employees may be subject to drug and alcohol testing in the following situations:
- Pre-employment.
- Post-incident (if involved in workplace accidents).
- Random testing for safety-sensitive positions.



# Whistle-Blower Policy

## Purpose

In-line with the principles of ETI and to maintain ethical business practices, SBPT provides a Whistleblower Policy that allows employees to report any unethical, illegal, or inappropriate behaviour they encounter in the workplace.

## Scope

This policy applies to all employees, contractors, vendors, suppliers, and third-party stakeholders associated with the company. It covers all forms of misconduct, including but not limited to, violations of laws, regulations, company policies, and unethical practices.

## Key Provisions of the Whistle-blower Policy:

- **Encouraging Reporting:**

Employees are encouraged to report any concerns regarding unethical conduct, violations of company policies, legal infractions, or corruption. Reports can be made on a wide range of issues, including but not limited to bribery, harassment, fraud, safety violations, and misconduct.

- **Confidentiality and Protection:**

All reports made under this policy will be treated with the highest level of confidentiality. Employees can report concerns anonymously if they wish. We are committed to protecting the identity and privacy of individuals who report concerns in good faith.

- **Non-Retaliation**

SBPT has a strict non-retaliation policy. Employees who report concerns in good faith will not face retaliation, discrimination, or adverse consequences. Retaliation against whistleblowers will result in disciplinary action, up to and including termination of employment.

## How to Report

- Employees can report concerns through the following channels:
- Whistleblower Email: [whistleblower@babaindia.net](mailto:whistleblower@babaindia.net)
- In-person: To the HR department or any senior management personnel.

- **Investigation and Accountability**

All concerns will be investigated promptly and impartially. If any violation of the Anti-Corruption, Anti-Bribery, or other policies is found, appropriate disciplinary action will be taken, including possible termination and legal action if necessary.

## Employee Cooperation

Employees are expected to cooperate fully in investigations and provide all relevant information to help resolve any allegations or concerns.

## **Rehiring Policy**

A former employee who is rehired after being away from the company for more than one calendar year will be classified as an introductory employee for the first 90 days following their return.

Benefits may or may not be reinstated from their previous tenure unless legally required. As such, the company is not obligated to honour any prior accrued time, such as vacation or sick leave.

Employees returning to work after a leave of less than one calendar year will have their benefits reinstated at the level they were at when the separation occurred, minus any time owed to the company.

This policy is designed to support employees who were laid off due to unforeseen company circumstances. However, other factors may influence the company's decision to reinstate benefits, except where legal requirements apply.

## **Personnel File Policy**

- A personnel file is maintained for each employee at SBPT, containing confidential documents that are managed and overseen by the Human Resources (HR) staff.
- Typical documents found in a personnel file include the employment application, family emergency contact form, disciplinary action history, resume, employee handbook acknowledgment, at-will employer sign-off sheets, current personal information, and job references. While not all personnel files contain the same documents, each file includes some common items.
- In addition, payroll files are kept, which record the employee's job history, departmental assignments, compensation changes, and other relevant details.
- Employees can review their personnel file by contacting an HR staff member during regular business hours. However, no employee is permitted to alter or remove any documents from their file, and they must be reviewed in the presence of an HR representative.

# Visitors Policy

## General visitor policy

- All employees are required to ensure that visitors schedule an appointment in advance whenever possible. Visitors must be received and meetings should take place in the designated reception or discussion area.
- Any employee found violating this policy shall be subject to appropriate disciplinary action, including potential termination. The organization also reserves the right to take legal action or recover any damages caused by the violation.
- If a visitor or government official approaches you on the premises and requests information or wishes to deliver any documents on behalf of the company, kindly direct them to contact the Administration or HR department, or personally connect them with the relevant department.

## Procedure of Visitor Policy

- When a visitor arrives, the receptionist will notify the relevant employee, who can either greet the visitor personally or direct them to the visitor's area.
- After the meeting, the visitor should be escorted back to the reception. The guest will be asked to leave if the employee chooses not to meet the visitor.
- If the employee agrees to meet the visitor, the procedure outlined above will be followed.

## An employee is not expected to:

- Share company-related activities with external parties.
- Disclose customer information.
- Make comments on matters currently under legal cons SBPT ration.
- Discuss the company's financial projections.
- Talk about the company's plans, programs, products, or operations.

# Travel Policy

- Official Travel booking procedure and eligibility depends upon the prevailing position and role of the Employee and as per the applicable Travel Policy of the Company.
- Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety.
- Most effective and economical means must be chosen in case of ground transportation also and Taxi/Car can be rented when there are no other means of transportation available with due approval.
- Employees must try to book/reserve the tickets in advance to avoid premium airfare pricing and are also advised to pre-plan and prefer Train/Bus if it is available directly for overnight journeys.
- In- the case of urgent travel flights may be availed and all are expected to obtain the lowest available airfare that reasonably meets business travel needs but for any Air Travel and same must have approval from any of the directors.
- Any kind of additional fee which is occurring due to any reason like seat up-gradation etc. will not be reimbursed.
- In case any rebooking is done, it will be reimbursed in case of emergency only.
- All Plant staffs are advised to take local transportation or Bike Taxi and also may avail a taxi, but shall be done only in case no other means of transport is available. Generally, the use of a taxi is not encouraged as other services which are more economical are available. In most of the cases, public transport must be used.
- The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveller, if the authorized travel is 60 km's or more from the traveller's home or primary worksite. Exceptions to this restriction may be approved in writing by any director.
- If any employees of the company are travelling at the same location for office related works, shared lodging is recommended with colleagues and again for per day lodging fare more than specified limit, approval from concerned authorities is required.
- Regarding food expenses while travelling, Food expenses are allowed only as per the limit of entitlements listed below. No expense will be reimbursed for alcoholic beverages or cigarettes etc. Per Diem allowances are applicable for all out-of-state travel that is 60 Km's or more from the traveller's home or primary worksite. In addition to meals these rates include incidental expenses such as laundry, dry cleaning and service tips (e.g., housekeeping or porter tips). Incidental expenses, unless for official material etc, will not be reimbursed.

- Original receipts are required for parking fees and for tolls.
- The standard entitlement criteria are listed below and expenses more than this need approval from any of the director:

<b>Purpose</b>	<b>Staffs</b>	<b>In-charges</b>	<b>HOD's</b>
Lodging Per Day	₹ 1,200.00	₹ 2,000.00	₹ 2,500.00
Food Expenses Per Day	₹ 250.00	₹ 500.00	₹ 600.00
Local Travelling	Local Transport/ Bike Taxi/ Shared Taxi	Taxi/Cab	Taxi/Cab
Outstation Travelling	Bus/Train	AC Bus/Train/Flight	AC Bus/Train/Flight

The expense report with travel details must be submitted to the finance department and consist of original boarding pass and travel -tickets, along with a complete tour report maintained including the date of travel in an orderly manner. Any deviation from the tour program shall be approved by the respective head/director as applicable.