



RELOCATION POLICY

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RELOCATION POLICY

1) PURPOSE:

In support of our strategic goal to attract, recruit and retain the best available talent from around the world, the University offers a relocation package to support new employees who are required to relocate in order to take up employment at the University. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available (as outlined in this Policy) in the way that will be most helpful to them. This policy operates entirely at the discretion of the University and benefits may be revised or terminated at any time.

2) SCOPE:

New employees to the University will qualify for relocation assistance if they meet the eligibility criteria which will normally be as follows:

- all staff being appointed on continuing contracts, or fixed term contracts of over three years duration; and
- where the new recruit is currently living outside of what is a reasonable travelling distance to the University, (for guidance purposes this would normally be more than 100 kilometres from the University) and move within 10 kilometres of the University, with the new home becoming their main place of residence. This allowance will be paid if the recruit shifts with his/ her family and the Management has the discretion to waive this in exceptional and deserving cases.

3) OBJECTIVE:

The purpose of this policy is to define guidelines and provide assistance to the employees who are required to relocate from their current station of residence to a different location to join APU on their first posting or are relocated/ transferred owing to University's needs.

4) APPLICABILITY:

This policy is applicable to all full-time employees of APU, who relocate with spouse only.

5) RELOCATION RULES:

Employees may be required to relocate to join the services of APU; or may be transferred because of either University's needs or their request for transfer owing to their personal situations.

6) RELOCATION APPROVAL & RELOCATION LETTER FOR EXISTING EMPLOYEES:

- a) The relocation of existing employees, whether initiated by APU or employee- initiated, shall be approved by the Vice-Chancellor.
- b) Employee-initiated transfers shall be considered only if a vacancy exists at the desired location.
- c) Once transfer/ relocation of an employee is approved, HR would provide a Relocation Letter, with defined terms, to the concerned employee.
- d) It should be noted that employees should relocate only after they receive a relocation letter from HR.

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7) RELOCATION SUPPORT:**7.1. Travel to New Location**

In case of **relocation of new employees or transfers initiated by APU**, reimbursement for journey fares from existing location to the new location of joining would be provided to the concerned employee, her/his spouse and two dependent children up to the age of 18 years. This reimbursement will be done as per the entitlement in Travel Policy of APU, upon submission of original bills. This Reimbursement will be made after the Team Member draws his/ her First Salary. The disbursement will be made by the Finance Department.

7.2. Transit Accommodation at New Location and Transportation of Household Goods

- a) Transit Accommodation at the new location and reimbursement of transportation of household goods are provided in case of **relocation of new employees and University-initiated transfers**.
- b) All such employees would be provided (or reimbursed on actuals, against bills) for transit accommodation and meals (i.e. Breakfast, Lunch, and Dinner), for the self, spouse and 2 dependent children up to the age of 18 years, for a maximum period of 2 (two) days, as per the entitlements in Travel Policy.
- c) All such relocating employees, across bands, will be entitled to reimbursement of expenses incurred towards transportation of household goods against bills in both cases, up to 1 month's basic salary/ Entry Level Pay.
- d) Employees must submit the bills for reimbursement within a month of their joining the University.
- e) Additionally, existing employees may seek salary advance / loan, in case of University-initiated transfer, as per the existing policy.
- f) Expenses for any additional requests will be borne by the concerned employee.

7.3. The above indicated Relocation Support shall be facilitated by the Administration department at APU, in discussion with the concerned employees.

7.4. Relocation Leave

- a) Relocation leave of 2 (two) days (including weekends), may be availed by employees who relocate to join APU, for their first posting, or due to University-initiated transfer.
- b) This leave must be availed within 1 month of joining the new location, with approval by the new Reporting Manager and information to HR, otherwise lapses.

8) APPROVAL ON DEVIATIONS:

Any deviation to this policy must be approved by the Vice-Chancellor.

9) RELOCATION CLAIMS PROCESS:

Any request for payment of expenses should be submitted to the Office of Registrar. Once submitted, this will be routed to the Vice Chancellor for approval before payment is made directly to your bank account. Members of staff will be required to pay any relocation amount themselves in the first instance and then submit their relocation expenses claim for reimbursement under the terms of this Policy. Direct payment to companies such as removal firms or storage companies will not be made by the University. Scanned copies of receipts must be uploaded or enclosed with the expenses claim to allow the claim to be paid. The Finance Department will reimburse the payment as mentioned above.

PROPRIETARY, CONFIDENTIAL AND PRIVILEGED INFORMATION

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10) LEAVING THE UNIVERSITY:

In the event of a member of staff who has received a contribution towards relocation in line with this policy leaving the University within 3 (three) years of taking up an open-ended post or before they have completed 50% of a fixed term contract, the University will require the staff member to repay on a pro-rata basis any financial assistance as follows:

Less than one year from start of employment	– 100%
More than one year but less than 2 years from start of employment	– 75%
More than 2 years but less than 3 years from start of employment	– 50%
More than 3 years from start of employment	– 0%

11) OUTLINE LETTER OF ACCEPTANCE:

Personal/ Location details Name:

Name		Title	
Post/ Department		Start Date	
Former Address		Present Address	
Relocation Support			

I, the above named, confirm that I have read and understand the University's Relocation Policy and accept the relocation expenses financial support offered to me under the terms of the Policy. I confirm that if I leave the University's employment within 3 (three) years of appointment I will repay the University on demand, in line with the expenses paid to me. I agree to the deduction by the University of any outstanding sums due from me, including relocation expenses from my final salary payment.

Date: _____

Signature: _____



Nenkiba Rao