



		Signatures & Dates
Parlance		
Policy Number	PTPL/HRD/16-17/GS	
Initiated By:	Sr. Manager- HR	Kamlesh 18-03-16
Reviewed By:	Chief Operating Officer	Vandana 18-03-16
Approved By:	Director	18/3/16
Date Issued:	18th- March-2016	
Date Effective:	1st-April-2016	
Version	1.0	



GRADING STRUCTURE			
Grade	Level	Indicative Designations	Yrs of exp
Ground Staff	G1	-	-
	G2	-	-
Trainee	T	Trainee (Rigors)	0-18 months
Executive	E1	Executive (Technicians/ Asst. Engineers)	6 months- 1.5 yr
	E2	Sr. Executive (Sr. Engineers/ Engineers)	1 yr- 2 yrs
Managerial	M1	Project Coordinator/ Assistant Manager (Operations/ TI/ Marketing/ HR/ Accounts)	1-3 yrs
	M2	Deputy Manager/ Implementation Manager (Operations/ TI/ Marketing/ HR/ Accounts)	2-5yrs
	M3	Manager/ Project Manager (Operations/TI/ Marketing/ HR/ Accounts/)	3-6yrs
Leadership	M4	Sr. Manager/ Circle Head (Operations/ TI/ Marketing/ HR/ Accounts)	5-8 yrs
	L1	AGM	
	L2	DGM	8 yrs and above
	L3	General Manager	
Strategic	S1	VP	
	S2	CEO/ COO/ CFO	12 yrs and above
KMP	Key Managerial Personnel	Director/ Executive Director/ Managing Director/ Chairman	-

TOUR AND TRANSPORTATION POLICY

Parlance		Signatures & Dates
Policy Number	PTPL/HRD/17-18/TnTP	
Initiated By	Sr. Manager- HR	
Reviewed By	Chief Operating Officer	
Approved By	Director	
Date Issued	05 th - Dec-2016	
Date Effective	1 st - Jan-2017	
Version	1.0	

I Objective: The purpose of this statement of Policy and Procedure is to establish guidelines and procedures to be followed by all employees of (Paluck Technologies Pvt. Ltd.) for legal review of proposed or actual activities and other matters related to tours and transportation of employees on duty of the company.

II Scope and coverage: Applicable to *all the employees* of Paluck Technologies Pvt. Ltd. & its subsidiaries, Associates.

III City Categorization:

CATEGORY	CITIES
TIER 'A'	Mumbai, Delhi/NCR, Chennai, Kolkata, Bangalore, Hyderabad, Ahmedabad, Pune, Goa
TIER 'B'	Other state capitals other than that mentioned in cat. 'A'
TIER 'C'	All other cities than those mentioned in cat. 'A' and 'B'

IV Local Conveyance: Employees may use local conveyance as per their individual grade-wise entitlements as specified below:

GRADE	MODE OF CONVEYANCE	DISTANCE
KMP	ANY	ANY
STRATEGIC	Private Hired Car (Uber-Go/ Ola/ Taxi4 Sure)*	Upto 150 Kms
LEADERSHIP	Private Hired Car (Uber-Go/ Ola/ Taxi4 Sure)*	Upto 150 Kms
MANAGERIAL	Auto/ Metro/ AC Bus/ Shared Taxi	Upto 150 Kms
EXECUTIVE/ TRAINEE	Bus/ Local train/ Auto	

*Preferred cars for hiring.