



NU TEK INDIA LIMITED

Employee Handbook


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I. WELCOME TO NU TEK INDIA LIMITED

Welcome Nu Tek India Limited!!

This handbook is for informational purposes only and should be used by you as a reference to our policies, procedures, programs and benefits. We require all employees to read this handbook and familiarize themselves completely with all information set forth herein. The policies described in this handbook take effect immediately and supersede all other policies, handbooks, summaries and bulletins previously distributed to you, as well as any verbal representations if previously made to you by persons employed by NU TEK India.

The provisions of this handbook are general guidelines that are provided for the benefit of our employees; however, these provisions are not an exhaustive or complete presentation of Nu Tek' s employment policies and/or practices. Additionally, these provisions may, in the sole discretion of NU TEK India, be modified, revoked, or changed at any time. This handbook is not an employment contract between NU TEK India and any of its employees and does not create a guarantee of employment or benefits in NU TEK India. All NU TEK employees are considered "at will" which means that both the employee and NU TEK have the right to terminate the employment relationship at any time, in accordance with the terms of employment contract executed between NU TEK India and the relevant employee, and applicable Indian laws.

If you have any questions regarding anything contained in this handbook, please contact the Human Resources Department of Nu TekIndia Limited.

A. Introduction About Nu Tek

Nutek is a fast growing telecommunication company, actively involved in different telecommunication and infrastructure projects.

Over the years Nutek has earned a reputation of providing quality services to meet requirements of major telecom players in India and abroad. This has been achieved by taking special care in bringing resources with appropriate skills for required projects.

Today Nutek has reached the critical mass, from where it is ideally suited to provide boundless service in major areas of telecom technology. With its strong presence in Indian telecommunication market and a growth rate of over 60% per annum, Nutek today employs over 1200 telecom personnel, additionally it has access to a larger pool of resources thru flexible and fast hiring policy.

The company is providing rollout solutions for both fixed and wireless telecom networks. Nu Tek provides expertise in Turnkey Site Build, Active Equipment Implementations, Operations & Maintenance and Technical Support Services.

The Company's core expertise lies in the breadth of services it offers in the telecom infrastructure space. It offers services to Telecommunication Equipment Manufacturers, Telecom operators as well as third party infrastructure leasing companies in installing and maintaining Telecom Network Equipment & Infrastructure.

1. About Nu Tek's Turnkey Site Build Group

Nu Tek employs over 1400 resources out of which over 250 are dedicated to its turnkey site build group for providing roll out solutions for Wireless networks. A robust base of Passive Equipment Suppliers and a similar strong base of Civil and Electrical vendors provide services on ground efficiently program managed by the expert Roll out Teams. Nu Tek has delivered over 6000 site builds so far and is looking at increasing its market share in this scope of services.

2. About Nu Tek's Technical Support Services Group

Nu Tek employs over 1400 resources out of which over 240 are dedicated to its technical support services group for providing expert solutions in the fields of Radio Engineering, Transmission Engineering, Site Engineering, Program Management Solutions and Guidance on Industry Policies. Independent consultants offer clients strategic advice on information and communication technology. Highly qualified engineers actualize regional, national and international fixed communication networks, from determining infrastructure to complete network management. Fellow experts actualize entire projects for mobile providers / equipment vendors.

About Nu Tek's Telecom Implementations Group

Nu Tek employs over 1400 resources out of which over 600 are dedicated to its telecom Implementations group for installing, commissioning and integrating active equipment for its customers. Nu Tek's delivery experience covers over 30,000 active telecom sites deployment so far including MSC's, BSC's, BTS and MW equipment for both GSM and CDMA networks apart from successful implementation of Broadband, WIMAX, SDH and 3G nodes. Nu Tek has extensive domain knowledge and has delivered projects including but not limited to products from major equipment vendors such as Ericsson, Motorola, Alcatel Lucent, Nokia Siemens, Nortel, UTStarcom, Huawei, ZTE, Soma Networks, Alvarion, Aperto, Tellabs, Fibcom, Tejas, CMG Logica, Commverse, to name a few.

3. About Nu Tek's Operations & Maintenance Group

Nu Tek employs over 1400 resources out of which over 300 are dedicated to its operations & maintenance group for providing both active and passive equipment maintenance for its customers. Nu Tek provides the full scope of activities right from Preventive Maintenance contracts to full blown AMC's (AMC's limited to passive equipment only). Nu Tek is also planning to establish a SMSC based NOC to provide better response times to its customers for the sites under its O&M Contracts.

MISSION

- To deliver solutions covering the entire value chain of the telecom infrastructure industry.
- To aid the growth of the industry by providing world class services
- To attract, retain and grow the best talent and capitalize on talent pool.
- To deliver the highest returns to stake holders through timely delivery and efficient management

VISION

To emerge as a preferred partner of telecom service providers, by offering end-to-

end solutions, through services that meet faithful standards.

B. Our Code Of Ethics And Conduct

1. Purpose

This manual applies to all employees of NU TEK India Limited. The Purpose of this document is to define HR policies and procedures of NU TEK INDIA LIMITED. The manual identifies expectations and obligations of employee and employer so as to forge strong working relationships through mutual understanding, transparency and accountability. This document attempts to enhance the quality of work culture through conscious following of rules and procedures as well as the code of conduct in letter and spirit.

NU TEK India Limited is committed to maintaining the highest degree of ethical conduct among all its employees, and expects all staff to act in a manner consistent with the core values of respect, integrity, commitment, excellence and diversity. Employees are expected at all times to uphold the values, mission and goal of NU TEK INDIA LIMITED India and follow them in their interaction with others. To help employees understand these standards, NU TEK INDIA LIMITED has established a code of ethics and conduct which details expectations of employees. All employees should understand and abide by the code of ethics and conduct. All employees are subject to these policies. Employees are obliged to report losses, illegal acts, and other violations of NU TEK INDIA LIMITED's code of conduct, if an employee believes that these have occurred, observes such conduct, or receives any information about such conduct. Violations should be reported to your supervisor or a HR manager. The report may be either verbal, or in writing.

2. Respect for our Employees and Equal Employment Opportunity

Our company's most important strength is its people. We believe in treating each other with respect and fostering an atmosphere of caring open communications and candor.

NUTEK and its subsidiary are equal opportunity employers. As such, it is our corporate policy to fill positions with qualified candidates regardless of the candidate's race, color, sex, caste, age, religion, ancestry, national origin, citizenship status, marital status, sexual orientation, medical condition, disability, pregnancy, or any other category protected by law. This policy applies to employment, subsequent job placement, training, compensation and all other areas of personnel practice. It also applies to our non segregation of facilities, our agreements with employees, and our agreements and contracts with other companies.

All managers are responsible for ensuring that all personnel actions are in accordance with this policy and that the principles of providing equal employment opportunity for all persons are observed every day.

We respect the right of individuals to achieve professional and personal balance in their lives.

3. Policy on Professional Conduct and Prohibition of Harassment

NUTEK is proud of its professional and congenial work environment, and will take all necessary steps to ensure that the work environment remains pleasant and free of harassment. All employees must treat one another with courtesy, consideration and professionalism. NUTEK will not tolerate harassment of any employee. The type of harassment covered by this policy includes harassment directed at an employee because of that person's race, color, sex, age, religion, caste, ancestry, national origin, citizenship status, marital status, sexual orientation, medical condition, disability, pregnancy, veteran status or any other classification protected by law. Any employee who engages in any form of harassment will be subject to disciplinary measures, up to and including transfer, demotion, suspension, or discharge.

NUTEK also forbids retaliation of any type against an employee for reporting or participating in an investigation regarding any type of harassment or discrimination.

Conduct prohibited by this policy includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, graphic or physical conduct of a sexual nature, when (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment; (2) submission to or a rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (3) such conduct has a purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of prohibited conduct include, but are not limited to:

- i. Verbal: repeated requests, demands for dates, sexual innuendoes, racial or sexual epithets, derogatory slurs, foul or obscene language, off-color jokes, propositions, questions about another's sexual experiences, threats, or suggestive or insulting remarks or sounds.
- ii. Visual/Non-verbal: inappropriate written materials (including e-mail), derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures.
- iii. Physical: unwanted physical contact or advances including touching (including rubbing or massaging someone's neck or shoulders or brushing against another's body), interference with an individual's normal movement, violating someone's "personal space," or assault.
- iv. Other: making or threatening reprisals as a result of a negative response to harassment.

4. EEO and Harassment Complaint Procedure

If you feel that there has been a violation of either the Equal Employment Opportunity (EEO) or Professional Conduct/Harassment policy, or that any other inappropriate misconduct has occurred, you must immediately notify Employee Grievance / Disciplinary Committee. If for some reason you are uncomfortable in doing so, please contact the Head of Human Resources. If possible, such notice should be in writing (signed and dated), stating the date, place, time, nature of the discriminatory conduct or harassment, the name(s) and position(s) of the offending party or parties and any witnesses to the misconduct.

Employees are required to report any such acts as soon as possible after they happen. All reports of discrimination and/or harassment will be investigated thoroughly and promptly. Supervisors who fail to effectuate this policy will be subject to discipline up to and including discharge. Any employee who engages in prohibited conduct is subject to disciplinary measures, up to and including transfer, demotion, suspension, or discharge.

In all cases, the employee who reports discrimination or harassment will be advised when the investigation is complete. NUTEK India will take steps to maintain the confidentiality of any investigation, consistent with applicable legal or practical requirements.

NUTEK India requires all employees to fully comply with this Policy. For dealing with issues relating to sexual harassment of women, complaints shall be immediately put up before Managing Director/Executive Director and said Managing Director/Executive Director shall immediately constitute a committee having majority of women to investigate the complaints and recommend punishments and the Company may also take help of NGO and other women bodies having expertise in handling such matters.

5. Confidentiality Policy

Employees during the period of employment with the Company should not engage in any endeavor or activity which conflicts with the interests and business of the Company.

Employees shall not divulge any Confidential Information (as defined below) to any third party nor shall you utilize any of the Confidential Information for any purpose other than the business of the Company and / or as may be required in the ordinary course of employment with the Company.

“Confidential Information” means any information, in relation to the Company and / or the business of the Company/or any company which is a part of Nutek India Limited disclosed to any employee in the course of his / her employment, which is identified as, or should be reasonably understood to be confidential by the employee, including, but not limited to, know-how, trade secrets, data, technical processes and formulas, source codes, revenues, cost and other unpublished financial information, projections and marketing data.

Further upon termination of an employee’s employment with the Company, the employee shall be required to:

- i. Immediately return to the Company, as the case may be, or destroy (if so requested by the Company, as the case may be, or destroy (if so requested by the Company, as the case may be) all documents, papers, files,

compilations (bound or unbound), floppy discs, compact discs or any other electronic media containing the Confidential Information obtained from the Company or its advisers and containing or reflecting or generated from a Confidential Information.

- ii. Not use or disclose to any person any confidential information; and use reasonable efforts to prevent the disclosure of any Confidential Information.

6. Political and Community Activities and Contributions

The Company is not associated with any political party, but nevertheless respects the political ideology followed by the employees in their private life. However in expressing such ideology the employees should not behave in any way that would even remotely construe that he/she is representing the Company or any of its group Companies.

Decisions by our employees whether or not to contribute time, money or resources of their own to any political or community activity are entirely personal and voluntary.

7. Insider Trading and Proprietary Information

The company obeys all laws designed to protect the investing public with respect to disclosure of material information.

Employees should not discuss or disclose material, non-public information in the ordinary course of business and when they have no reason to believe that the information will be misused or improperly disclosed by the recipient.

Considering that Information Technology forms the backbone of our business a stress is laid on the expectations with regard to confidentiality from employees managing the Central Computer Server and activities directly related to it.

It is expected that these employees are extremely cautious and sensitive about all proprietary information with regard to software, source codes, passwords, business data and any other information with relation to the software used for the core business activity of the company and refrain from unnecessary discussion about the same with other employees of the company or any outsiders. Needless to say that, passing on any sensitive information through any form of electronic media or hard form would be a serious offence and extremely strict and penal action would be initiated against such an employee.

The employees are expected to maintain the confidentiality of any information of Nutek or any client company. Employees are not expected to invest or provide any information, which is not in public domain and, to friends or relatives. The company expects the employees to adhere to all such regulatory requirements as defined by respective agencies.

If it is found that any employee has disclosed any type of price sensitive information within the meaning of Insider Trading Regulation, the company shall have right to initiate proceeding against the delinquent employee and award punishment as decided by the Board or by any person specially authorized by the Board in this behalf in addition to the penalties mentioned under the said Regulation. The Board of Directors of the Company has approved the code under (SEBI) Insider Trading Regulations on 6th of August, 2008 and all of the Employees are bound to adhere the aforesaid code.

8. Legitimate use of office property / facilities

The office has provided infrastructure and facilities in terms of a comfortable working environment and latest technology to enable best performance. Every employee is therefore expected to refrain from misuse of office property / facilities provided. Using e-mail facilities for continuous personal use, playing games on the computer, surfing through undesirable sites on the internet etc. will be considered as misuse of facility.

Employees are expected to avoid wastage of stationary, electricity and other utilities of the company.

All employees are required to adhere to the code and rules of the Company in letter and spirit. Higher performance standards of this code and rules will be expected from Head of Departments as seniors are expected to lead by example.

Senior employees are also expected to ensure that the rules / policies are fairly and uniformly made applicable to all their reportees and refrain from deviation from rules by making exceptions unless in extreme and exceptional cases. Such exceptions will be subject to the final approval of the CEO.

9. Workplace Violence Policy

We do not tolerate any type of workplace violence committed by or against employees or third parties. Employees are prohibited from making threats or engaging in violent activities. If necessary, employees should call the police or security whenever they feel that their physical safety is in jeopardy.

This list of behaviors, while not all-inclusive, provides examples of conduct that is prohibited:

- iii. Causing physical injury to another person
- iv. Making threatening remarks
- v. Aggressive or hostile behavior that creates a reasonable fear of injury to another person
- vi. Intentionally damaging employer property or property of another employee
- vii. Possession of a weapon while on company property or while on company business
- viii. Committing acts motivated by, or related to, harassment or domestic violence

Any potentially dangerous situation must be reported immediately to Human Resources. Reports can be made from an anonymous source and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated.

10. Drug Free Work Place

NUTEK has always been concerned about the good health of its employees and the hazards associated with the use of drugs and abuse of alcohol and it wishes to promote such a culture in NUTEK India as well. We expect all employees to assist us in making certain that our offices, business transactions and social gatherings are free of any distribution, possession or use of unlawful or controlled substances.

In accordance with the Narcotic Drugs and Psychotropic Substances Act, 1985 and Company policy, no NUTEK India employee may illegally manufacture, distribute, possess or use narcotic drugs, psychotropic substances or other drugs whose possession or use is prohibited by NUTEK India, in the workplace. All NUTEK India employees must disclose to NUTEK India any criminal conviction, arrest or detention for manufacturing, distributing, dispensing, possessing or using narcotic drugs or psychotropic substances within 5 days of such conviction, arrest or detention.

Any employee who violates our strict policy against illegal use or possession of drugs or the abuse of alcohol may be first offered admission to a rehabilitation program selected by NUTEK India. If an employee refuses help or fails to satisfactorily complete the appropriate program, or if NUTEK India decides it is not in its best interest to retain the employee, the employee will be discharged. Any reoccurrence of a similar problem or incident following the completion of a rehabilitation program will result in immediate termination of employment.

All employees have a responsibility to maintain a drug-free workplace and to bring to the attention of management any violation of our policies. NUTEK India encourages a safe drug-free environment for all employees to work in. We should work together to assure compliance. NUTEK India expects all employees to follow this policy as a condition of employment.

II. OUR EMPLOYMENT POLICIES AND GUIDELINES

A. Employment at Nu Tek

Nu Tek India Limited's employees are its greatest resource, the key to fulfilling the organization vision and mission. Nu Tek India Limited India is committed to attracting talented, skilled and productive people by offering a hospitable, challenging and supportive work environment as well as a competitive salary and benefit package. This section of the HR Policy Manual presents fundamental information about employment with Nu Tek India Limited India and the standards by which Nu Tek India Limited India conducts all its staffing activities.

B. Recruitment Policy

Objective: To build a team of professionals by way of an objective selection process, across all departments, locations or levels, based on individual core competency, so as to enable achieving the overall objective of the Group and the department's objective in particular.

As stated in the Code of Conduct, the Company is committed to equal opportunity for all employees and applicants without regard to color, religion, gender, sexual orientation, age, marital status, handicap or Armed Forces veteran status.

C. General Employment Principles

NU TEK INDIA LIMITED India is an equal opportunity employer and is committed to the principles and practice of equal opportunity and excellence through diversity. NU TEK INDIA LIMITED India does not discriminate on the basis of gender, race, ethnicity, national origin, religious beliefs, sexual orientation, age, marital status, disability or socioeconomic status. This policy is applied consistently and fairly with regards to recruitment, hiring, promotion, layoffs and termination, compensation and benefits, performance management and all other terms and conditions of employment to ensure that all individuals have an equal opportunity.

D. Post Selection Process

The HR department will recommend the Grade and emolument structure after drawing a parallel with the existing Group structure and with reference to the age, relevant experience and job responsibilities.

The HR will keep the HOD informed of the terms of employment to be communicated and inform the candidate by issuing an Offer Letter.

The HR will also conduct a reference check on the candidate.

E. Induction and Orientation

Policy Statement: The underlying objective of this policy is to ensure that all new employees whatever the grade or level undergo a structured and comprehensive induction and orientation that is appropriate to their job role.

Following the appointment of the incumbent, the concerned Department Heads, will provide required job related information to the new employee in order to make him / her understanding the job and organization, as well as responding to challenges.

Employees are informed about the necessary procedures needed to navigate within the workplace. The employee orientation is conducted by a HR representative and

by the concerned Manager. The new employee will be introduced to the department by the HR Representative/ Manager and to the staff throughout the organization through an e-mail by the HR Department.

On the day of the joining - the employee will be given a “Joining Docket” which will contain important and relevant information and forms which need to be filled and submitted with the HR Department by the employee within a week of joining.

1. Joining Module

- i. Welcome the new Member on the joining day
- ii. Completing joining formalities with the help of - HR
- iii. An overview of NUTEK, its culture Briefing about the company vision, mission, values by Head-HR.
- iv. An overview and familiarization of HR policies, schemes, and systems by Head-HR
- v. Job profile by HR
- vi. Formal introduction with all the HODs by the Head-HR
- vii. Internal Communication about the new joinee by mail / notice board
- viii. Seating arrangement for the new Member
- ix. Give a soft copy of the induction manual or hard copy as feasible.
- x. Feedback has to be taken from the new joinee.

2. Required Immigration Information

Employees who are not citizens of India or are not resident in India for purposes of the Income Tax Act, 1961 must provide proof of identity (a copy of their passport) and authorization to work in India, i.e. a copy of their work visa. These documents should be provided at the time of employment with the Company. Requests for such documents may also be made from persons who are seconded or sent for training purposes to NUTEK India, from outside India.

3. Permanent Account Number (“PAN”)

All persons employed by NUTEK India are required to furnish their PAN issued under the Income Tax Act, 1961, to the Company. In the event the employee does not have a PAN at the time joining the Company, the employee should obtain the same soon after joining the Company and must furnish details of the same to the Company.

4. Probation / Confirmation

- i. The period of probation shall be application to all employees unless specified otherwise. The duration of probation shall be for 6 months which can be extended for a period of three months only.
- ii. A review will be done in the probation period – if probation is extended, the review will be done in the last week of the extended probation period. The concerned HOD / PM shall initiate reviews and once the decision to confirm a probationer is taken, HR will prepare confirmation letter and hand it over to the confirmed employee.

III. CONDITION OF WORK

Policy Statement: This policy statement sets out the general principles for all employees to follow with respect to working hours and attendance. It lays down standards on the maximum working hours, overtime, breaks and intervals and attendance.

A. Office Procedures

1. Working Hours

The normal working hours for members shall be eight and half-hours per day, Monday to Saturday. Actual hours of work for different classes and members shall be notified by the company from time to time, and should be strictly adhered to.

2. The office timings are:

Monday to Saturday

- i. 9.30 hours to 18.00 hours for all employees with a grace of 15 minutes.
- ii. Lunch timings: Half an hour (staggered between 1300 hours and 1500 hours)

3. Holidays

Holidays to be observed by the Company up to a maximum of Twelve Days shall be announced at the beginning of each year.

4. Absence

Members are expected to be at work each day as per schedule. In case of sickness or an emergency, the senior concerned should be notified within two hours of starting time of that day.

5. Change of address and telephone

All members are expected to notify their seniors and the HR Process when there is a change in address or telephone number within two weeks of occurrence.

B. Attendance Guidelines

- i. All members (Level III - VI) shall report for duty latest by the time mentioned in 'WORKING HOURS' or as notified by the company from time to time.
- iii. Level I is not required to sign the attendance register. Level II has to sign the register at any time during the working hours on everyday basis.
- iv. No member (Level III - VI) should leave the office without the permission or sanction of his/her immediate senior after marking his/her attendance.
- v. All members (Level III - VI) shall put their signature on the attendance register (placed at Reception/ Security cabin) within 10 minutes of the start of the shift, after which it shall be removed and shall be in the custody of HR.

- vi. All concerned members (Level III - VI) proceeding on OD in the morning directly from home must inform the HR / Process Head within 10 minutes of the start of the shift and subsequently make an entry on the OD register*/ slip giving all particulars as desired therein on the same day for proper marking of the attendance. In case of a planned OD, the OD register* may be filled up by the respective member on the previous evening.
- vii. Any one proceeding on OD during the day from office shall also have to fill in the OD register*/slip indicating tentative period of absence from the office, along with contact no. (if any) so that there is information about the whereabouts of all members at any given time.
- viii. Employees traveling on Office Duty must mark 'T' (Travel) and sign for the number of days they would be on tour, immediately on receiving the tour approval, or at any time prior to the departure on tour. In case the person on tour has not reported to office between the receipt of the travel approval and his departure on tour, the employee must make the required entry on the Register on the day of his return to duty at his base station.
- ix. It is the responsibility of the persons availing leave to submit their leave application forms duly approved by their departmental heads with the HR. In case of EL, prior sanction is required. For CL post facto sanctions shall also be entertained provided telephonic information is given to the HR.
- x. In case, no information is received, the employee shall be marked '**absent**' in **red** and shall be treated accordingly.
- xi. Anyone reaching office late shall be marked in **red indicating late coming**. If a member is late more than three times in a month, he/she is liable to be adjusted against one's casual leave for half a day and in the event of no casual leave being to one's credit, he/she is liable to be treated as absent for half a day.
- xii. No one is allowed to fiddle with the markings on the attendance register by one self or overwrite on remarks made by the HR.
- xiii. Only HR can make necessary corrections/amendment of entries after proper justification/clarification of the same and put his signature.

***Placed at the Reception/ Security cabin**

Failure to comply with the above will result in the employee being marked absent for the days when the muster is not signed, at the time of collating data for salary payment.

C. Overtime/Time Off in Lieu of Working on Holidays

Late working as a rule should be avoided. Staff are expected to manage work within the standard working hours HODs should encourage quality output during office hours and discourage late sitting.

However the Company recognizes that there will be times when importance and urgency of the task at hand will require late sitting (subject to a maximum of 54 hours a week) but the Company is committed to minimizing such requirements on an ongoing basis. Notwithstanding the organization's concerns on the repercussions to late sitting as stated above, employees may be requested to put in extra hours to meet with business needs from time to time and the staff below

Assistant Manager grade will be entitled to payment of overtime wages as per the law.

All employees are eligible to claim Compensatory Off against the day that they have worked which a declared holiday / official are off.

(N.B. - This facility is not applicable to the grade above Asst. Manager)

D. Dress Code

All employees are the company's business ambassadors' and it is therefore extremely important that they conform to the laid down standards of dress code during office hours.

The dress code during office hours would be formal from Monday to Fridays and casuals on Saturdays.

HODs / Functional Heads / Regional Heads are expected to explicitly follow this code and ensure a well-turned out team.

E. No Smoking

In order to maintain a pollution free environment and extend healthy premises to work for all the employees and to do business with Vendors, Clients and employees, a policy on NO SMOKING is framed for the same.

All offices and any other premises which in future, the Company occupies for the purpose of doing its business, will be, "NO SMOKING ZONE". Here is a message to all employees - "CIGARETTE SMOKING IS INJURIOUS TO HEALTH".

F. Entertainment

- i. Business entertainment must be done with prior or post-facto approval of the Divisional Head / Project Manger.
- ii. The expenses on account of such entertainment must be approved by the COO.
- iii. Unless specifically required by the occasion or preferences of the persons entertained, Business Entertainment should not include liquor.
- iv. The bills must have the name, designation/organization of the person(s) entertained. All entertainment will be within a pre-defined entertainment budget of individual departments.
- v. Any deviation from the above must be approved by the COO / CEO.

G. Gifts

- i. Corporate gifts will be purely for business promotion.
- ii. Decisions on the nature, value and recipients of the Gifts shall be taken by the Business Heads and COO.
- iii. Such gifts will be standard across the Company.
- iv. The Administration Department will procure and distribute gifts as per the requirement of the individual HODs.
- v. Gifts for special occasions of other business partner's. E.g. Marriage of self or children could be given based on the approval by the COO/ EEO.

IV. COMPENSATION & BENEFITS

A. Compensation Policy

Nu Tek India Limited compensates its employees for work which includes both salary and benefits. The compensation and benefits policies are designed to attract, reward and retain talent while to reflect the core values of the organization. Various components of the salary are: A. Fixed: Basic, HRA, Transportation Allowance, PF, gratuity; B. Flexible: Conveyance, Medical, books & periodicals, communication, LTA and other allowances. Nu TEKIndia Ltd. reserves the right to adapt, modify or change any of its compensation at any time to ensure that organization remains competitive.

B. Merit increase

Merit increase is intended to reward good performers and is determined by the overall performance rating based on employee’s contribution towards his/her commitment made to the organization in an annual performance cycle.

C. Salary Payments

Staff salaries will be reviewed by Nu Tek India on an annual basis. The salaries are reviewed to take account of changes in cost of living and market conditions. However, an increase is discretionary based on budgets and performance evaluations.

Employees are paid monthly, by bank transfer to their individual accounts opened with designated banks for this purpose. Employees will complete an account opening form on joining, unless they already have an account with one of the company’s designated banks. The salary payment of each month will generally be made by the tenth day of the following month

D. Taxation

Salaries and other benefits shall be paid to staff members subject to deduction of tax at source and other statutory withholdings at rates prescribed by law. Staff members shall provide Nu Tek India with necessary certificates and declarations (tax exemptions, etc.) to facilitate accurate deductions

E. Leave Policy

The Leave policy has been designed with a view to enable employees to have time off for rest, recuperation, pursuing other interests and devoting time to family. Holidays are also provided as per statutory requirements.

This policy seeks to set up a framework for adoption of uniform leave practices and procedures across the Group.

	Leave	<u>Compensatory Off</u>
Eligibility	National holidays – 12 days	1 for every holiday worked

	Casual leave(CL) - 12 days Sick Leave (SL) - 07 days Earned Leave (EL)-21 days	
Accrual	Ending each Calendar year	Date of joining
Availment	On Confirmation pro-rata basis	Date of Confirmation

All employees are eligible to avail national holidays/ festival holidays, the list of which would be issued by HR before commencement of the calendar year.

Notes:All Leave entitlements will have the April – March cycle.

1. Casual Leave (CL)

All members shall be entitled to 12 days casual leave with pay in each calendar year, to meet unforeseen needs for short periods. A maximum of 3 days casual leave can be taken at a time. An employee who served the company for only part of any calendar year will be allowed CL proportionate to the service put in by him/her in that year. CL lapses at the end of the calendar year, if not availed and will not be carried forward under any circumstances.

2. Sick Leave (SL)

All members shall be entitled to 7 days SICK leave with pay in each calendar year, to meet unforeseen needs for Health. A maximum of 7 days sick leave can be taken at a time. An employee who served the company for only part of any calendar year will be allowed SL proportionate to the service put in by him/her in that year. SL lapses at the end of the calendar year, if not availed and will not be carried forward under any circumstances.

3. Earned Leave (EL)

All employees shall be entitled to 21 days EL with pay for every complete year of service with the Company. Leave will be credited to the employees account on pro-rata basis on monthly basis every year. Accumulation of EL is possible up to a limit of 42 days, and any accumulated leave in excess of 42 days would lapse. The company encourages members to avail EL to facilitate them to take healthy break from work situation. EL would however be sanctioned depending on exigency of work and provided the employee can be spared without detriment to his/her duties.

4. Maternity Leave (MTL)

As per Maternity Benefit Act or ESIC Act as applicable. In both cases absence allowed is for maximum six weeks immediately preceding and including the day of delivery and six weeks immediately following that day in line with the provisions of the Maternity Benefit/ ESI Act. MTL may be combined with EL if there is

requirement on medical grounds, for which the application for leave extension has to be supported by a Medical Certificate from a Registered Medical Practitioner.

5. Leave Without Pay

If the leave taken by a member exceeds the number standing to his credit, it will be treated as Leave Without Pay and hence, result in deduction of salary. Unauthorized absence from work, non-submission of leave application shall also amount to LWP. All holidays or weekly off days falling within a spell of LWP shall be counted as LWP.

6. Short Leave

Short leaves can be availed twice in a month for two hours each to meet personal exigencies.

F. Compensatory Off

All employees below the grade of Asst. Manager are eligible to claim compensatory off against the day that they have worked which a declared holiday / office was off. Compensatory offs cannot be taken for more than two days at a time and cannot be clubbed with CL / SL / PL.

Comp. Off should be availed in the next week and not later than one month. Compensatory off not availed within one month shall automatically lapse. The HOD can allow carry forward of the Comp. Off to two more month if work compulsions so demand.

All applications for Comp. Offs should be stated in the leave form stating the date of holiday when worked and proposed date of compensatory off. This has to be strictly routed through HOD/Functional Head to HR department.

There will be no Compensatory Off for late working.

G. Leave Approval

The immediate senior (Level III/IV) can sanction CL. Request for availing EL has to be recommended by the immediate senior and approved by the concerned Level III/HOD.

1. Guidelines

- i. The Management may, at its discretion, recall any employee from his/her leave to meet any exigencies of work.
- ii. Leave can be availed by filling the leave application and getting it duly authorized by the HOD/Functional head.
- iii. [\(HR-LA-01\)](#) shows a pro-forma for Leave Application.
- iv. A Sunday or a Holiday falling within the period of leave shall not be counted as part of the leave.
- v. It is the responsibility of the persons availing leave to submit the sanctioned leave application forms duly approved by their departmental heads to HR within 2 days of return from leave.
- vi. In case of EL, prior sanction is required. Extension of sanctioned EL will normally not be allowed.

- vii. For CL post facto sanctions shall also be entertained provided telephonic information is given to the HR.
- viii. Unplanned absence from duty shall be marked as 'Absent' and shall be treated accordingly.
- ix. In the case of any member who has availed all his/her CL before the end of a calendar year and leaves the Company, the excess CL availed (pro-rata to his work period) shall be deducted from his EL/recovered from the member at the time of his/her full & final settlement.
- x. During Notice Period, only EL can be availed.
- xi. No carry forward of CL/Optional Holidays of the previous year is allowed.
- xii. Trainees will be allowed for only one day's leave each month. Apart from this they are not entitled to any other type of leave.
- xiii. The employee must keep his immediate superior informed about his absence, either directly or indirectly. Upon resuming duty, the employee would be required to submit a leave application and record such period of absence.
- xiv. An employee who after reporting to work, leaves the office due to sickness or urgent personal requirement within two hours of his reporting, will have to apply for one full day of Leave.

H. Employee Injured On Duty

Where the employee has been injured while on duty, the Company shall grant him/her leave for the full duration of the treatment, until the Medical Practitioner declares such person medically fit for resuming duties.

Under such circumstances, the employee may be granted Sick Leave over and above his balance/entitlement.

All such incidents will be considered on a case-to-case basis subject to the final approval of the CEO.

I. Leave Encashment

No leave encashment shall be done to any member during his/her tenure with the company. At the time of parting no CL shall be encashed. However, the EL subject to a maximum of 42 accumulated leaves shall be payable as per law.

For calculation purpose, a month is treated as 26 days. The calculation is done as follows:

For members leaving the services:

Last drawn Basic Pay / 26 x Entire Leave Balance (up to 42 leaves)(HR-LA-01)

J. Provident Fund(PF)

Policy Statement: Provident fund is a scheme by the Government of India which comprises of contributions made by the employee during the time he has worked along with equal contribution from the employer. NU TEK INDIA LIMITED strictly adheres to the rules laid down by the Government of India under the payment of employees Provident Fund Act 1952.

Every employee shall be entitled to the Organization's contribution to Government recognized provident fund as per the government scheme. The organization's contribution together with the employee's contribution to the fund shall be remitted to the Regional Provident Fund Commissioner. The accumulations in the provident fund representing the employer-employee contribution together with the accrued interest thereon shall be disbursed by the Provident Fund department directly to the separated employee.

New employees who were members of a recognized Provident Fund under the Income Tax Act, 1961 with their previous employers shall transfer their provident fund's contribution to the NU TEK INDIA LIMITED provident fund account with the RPF. All employees would need to fill a nomination form appointing a nominee(s) and return it to the HR Department.

K. Gratuity

Policy Statement: The organization is covered under the Payment of Gratuities Act, 1972. Gratuity payment is made by NU TEK INDIA LIMITED as a mark of recognition of the service rendered by the employee to the organization.

Under the Payment of Gratuity Act, 1972, gratuity shall be payable to a member on the termination of his/her employment due to retirement, resignation, death, disablement or disease after he has rendered continuous service for a minimum of one year. The condition of one year minimum service is not applicable in case of death or disablement. Gratuity will be calculated @ 15 days of basic salary for every year of completed service. For the purpose of calculating completed years of service, continuous service of less than 6 months will not be computed and service of 6 months or more shall be considered as one year. The member can nominate any person(s) in his/her family to receive the gratuity payment in the event of his/her death. If the nomination has not been made, the gratuity will be paid to the legal heir.

L. Group MeiclaimPolicy

Policy Statement: NU TEK INDIA LIMITED provides a Group Mediclaim Policy (GMP) for all employees. Group Mediclaim is a cover which takes care of medical expenses following Hospitalization/Domiciliary Hospitalization of the Insured in respect of the following situations: a) In case of a sudden illness, b) In case of an accident and, c) In case of any surgery which is required in respect of any disease which has arisen during the policy period.

M. Group Personal Accidental Insurance Policy

Policy Statement: All employees are insured by the Organization under the Group Personal Accident Insurance policy under Government authorized and NU TEK identified insurance organization on a 24-hour coverage basis.

V. COMMUNICATION POLICY

A. Objective

A defined communication policy is with a view to ensure speed and transparency in interaction with our business partners and co-employees.

B. Communication modes

Notice boards are set up at all the companies Offices at a prominent place where information of general interest will be put up.

It will be the responsibility of the Administration department to ensure that the Notice boards are kept up to date across all locations.

Email facility will be provided to all the employees of the Company.

Communication Gadgets such as mobile handsets, laptops, Desktops, mobiles and Direct LAN phone lines will be provided on a need to have basis and not necessarily as per grade.

C. External Communication

All employees are expected to maintain the best possible standards of communication while communicating within / across industries.

There will be a single window representation for all media / external news to be communicated. This will be decided by the CEO depending on the requirement and business exigency. As far as possible communication with media should be confirmed in writing so that misquoting and ensuring problems are controlled. Any external communication involving media and the image of the organization needs to be discussed with respective functional heads.

D. Mobile Phone Bill Reimbursement

The company reimburses Mobile phone bills of its employees for the calls made in the interest of the company. The maximum amount that can be reimbursed is subject to the grade of the employee and is detailed as under:

1. Eligibility & Entitlement

Grade	Mobile instrument	Amount (Fig. In Rs.)
GRADE 1	Company provided	Actual
GRADE 2	Company provided	Actual
GRADE 3, GRADE 4 & GRADE 5	Self Owned	3000
GRADE 6 & GRADE 7	Self Owned	2000
GRADE 8	Self Owned	1000
GRADE 9	Self Owned	700 cash card need based

GRADE 10	Self Owned	500 cash card need based
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2. Terms & Conditions

- i. Employees are supposed to pay the mobile phone bill in full.
- ii. However, the company will reimburse the official call expenses.
- iii. Bills will have to be produced to be able to claim any reimbursement.
- iv. The monthly rental expense of the mobile phone is included in the entitled limit.
- v. In case the limit is exceeded, the reimbursement of the same will be in special cases with the prior approval of Senior Management and in such cases, the excess amount is treated as advance.
- vi. All handsets are company / employee owned based on eligibility.

3. Process

Mobile connection will be in the individual name of the employee. Employee will pay the monthly mobile bill on his own. Employees who have excess personal calls should use separate number. Employee can claim reimbursement of mobile bills after deducting personal calls. After due authorization, reimbursement sheet should be forwarded to the Accounts Department. Accounts department is entitled to clarify about personal calls. Accounts Department will ensure timely reimbursement of mobile bills. The Administration Department will negotiate with the airtime service providers for the best rates for the Company.

VI. TRAVEL POLICY

A. Domestic Travel Rules

1. Objective

The objective of travel rules – domestic and international is

- i. To facilitate travel of members by defining entitlements and facilities for domestic and international travel,
- ii. To provide reasonable comfort to members while traveling on company's business from workplace to any place,
- iii. Lay down provision regarding mode of travel / limits of reimbursements / miscellaneous payments which ensure effective discharge of their duties.

2. Scope

The rules will apply to all members who travel (domestic and international) in furtherance of the company's business

3. Applicability

These Travel Rules shall be applicable from the date of issue.

4. Definitions

- i. Daily Allowance includes expenses on food, refreshments & miscellaneous expenses e.g. tips, portage etc. DA for the purpose of claiming entitlement shall commence from the time of arrival at the destination and shall continue till the time of departure from that station.
- ii. Journey Allowance towards food etc. only in the event of traveling by Bus or Train (other than Shatabdi / Rajdhani Class trains).
- iii. Lodging Allowance relate to expenses related to stay in a hotel/guest house
- iv. Local Travel relate to expenses incurred in commuting while on tour.

5. Stipulations

- i. General Guidelines
 - a) The policy is based upon reimbursement of expenses and therefore most of the payments are against actual expenditure, subject to the maximum of entitlement.
 - b) The tour program for all members must be in consultation with the concerned Reporting Senior
 - c) Travel by air is not allowed for destinations, which may be covered by an overnight train journey. Specific approval from the reporting senior is required in the event of exigencies.
 - d) Members shall be entitled to take a maximum tour advance of 100% of lodging entitlement for the destination and duration of tour.
- ii. Daily Allowance

- Daily Allowance For the period less than 24 hours:
 - For the period less than 6 hours – No entitlement
 - For the period between 6-12 hours – 50% entitlement
 - For the period more than 12 hours / night stay – 100% entitlement

- iii. All members across levels can claim Daily Allowance up to 50% without production of bills.
- iv. Bills will have to be produced for claiming Daily Allowance in excess of 50% of entitlement. Bills will also need to be produced for claiming lodging reimbursements.
- v. In case of stay with relatives member at all levels can claim one third (1/3rd) of the lodging expenses without producing of bills.
- vi. Daily Allowance shall not apply to members who are required to visit such places on a regular basis as part of their assignment.
- vii. Daily Allowance will be reckoned on the basis of stay at the destination.
- viii. On unconfirmed travel tickets an amount equal to 10% of train fare will be allowable towards incidental expenses if the class of travel is within the permissible limit.

6. Lodging expenses reimbursement

- i. The amount towards lodging will be claimed only on production of bills upto a maximum mentioned limit against each category.
- ii. During outstation travel no lodging charges will be payable for Sunday & Holidays that falls in between if the member visits his/her hometown.

7. Journey Allowance

- i. A Member shall be entitled to Journey Allowance towards food etc. only in the event of traveling by Bus or Train. This entitlement shall not be applicable to members traveling by air or by Shatabdi / Rajdhani express and over night trains.
- ii. The entitlement for Journey Allowance shall be as under for a minimum period exceeding 4 hours on per day basis:

Level	Entitlement Per Day
Level III	Actual or Rs. 250
Level IV	Rs. 200
Level V	Rs. 150
Level VI	Rs.100

8. Procedure

- ii. Concerned member shall register with the HR department on the basis of category of vehicle the member wishes to use for official outdoors duties. A copy of the registration certificate shall be submitted along with a written request. Reimbursement for use of any other car/vehicle other than the registered with HR, no reimbursement shall be payable.

Level and Vehicle as under:

Level I	:	Any segment
Level II & III	:	C or below
Level IV	:	B or below
Level V/VI	:	A or below

Concerned member shall submit Tour Expenses in the Tour Expense Reimbursement Claim Form (**HR/TR/01**) and also submit Tour Report in form (**HR/TR/02**) within three days from the date of return from tour and forward it to Accounts.

9. Reimbursement

- i. Entitlements:
The entitlements on using one's own conveyance for Company's official work shall be as follows and reimbursement can be claimed at the end of every month in the prescribed form (**HR/TR/03**)

Category / Vehicle Segment	Vehicle Types	Max. Entitlement (Rs. /Km.)
C	Honda City/ Ford-Ikon/ Esteem/ Indigo	07.00
B	Maruti-Zen/Hyundai-Santro/Indica/Wagon R	05.50
A	Maruti-800/Omni	05.00
Two-wheeler	Any motorcycle/scooter	01.75

If a vehicle type is not covered under the above table, it has to be classified in the above table by Level II & III.

- ii. General:
- Commuting from home to place of work and vice-versa is not covered under official outdoor duties and hence, is not permissible for reimbursement.
 - Any false claim made by an employee will be viewed seriously and will lead to strict disciplinary action.
 - In case of specific requirements where the employee needs to travel by a taxi, the same has to be authorised by Level III. HR will make the requisite arrangement for the same.
 - The maximum limits for conveyance reimbursement is 300 kms on any single day.
 - Maximum allowed monthly reimbursement is for 1500 kms only.

10. Travel Expense Reimbursement (Short Distances)

- i. Eligibility
- Traveling on official purpose

- ii. Guidelines for Members Using Public Transport
 - a. Reimbursements will be subject to providing original bus fare tickets.
 - b. No expenses will be reimbursed for reaching the bus stop from the place of work.
 - c. Once the Member reaches the outstation destination, the autorikshaw expense may be allowed depending on the exigency of work and subject to approval of the concerned Level III/HOD only.

- iii. Guidelines for Members Using Personal Transport:
In the event of travel on official duty to destinations up to 250 kms (one-way), as the case may be, those already owning four wheelers are expected to use their own vehicle. In the case of those owning two-wheelers destination limit is 125 kms (one-way). The members shall be entitled to fuel allowance as given above.

B. International Travel Rules

1. Classification of Countries

- i. Applicable for USA, UK, North American countries, South American countries & European countries and Japan.
- ii. Applicable for all other countries.

2. Travel Requisition System

The following guidelines shall be followed w.r.t. requisition for Travel/Vehicle arrangement:

- i. The originator initiates the Requisition for Travel Arrangement form/Vehicle Indenting form duly signed stating proper reason. It has to be clearly indicated whether the tour is official or private.
- ii. The requisition form then has to be signed by the departmental head i.e. Level II and Level III as per their functional area.
- iii. The requisition form should be countersigned by H.R, based on the entitlement level.
- iv. The travel agent shall send the bill to HR. The HR representative shall attach a copy of the requisition form along with the bill for verification by the originator initiating the requisition.
- v. The concerned member prepares the Tour Expense Reimbursement form along with the tour report duly okayed by the HOD and submit to accounts for necessary adjustment along with used tickets and other supporting documents.
- vi. Accounts would adjust his tour advance against the claims submitted after checking his entitlement levels.
- vii. Till submission of Tour Expense Reimbursement form along with the tour report, the tour advance would continue to remain in his accounts.
- viii. Tour Expense Reimbursement form should be submitted within 7 days of return from tour.
- ix. Earlier TA bills should be settled before availing a fresh tour advance.
- x. If traveling bills were not submitted within a month, accounts would adjust from the subsequent month's salary.

- xi. For the survey purposes taxi is allowed from the authorised taxi stand, duly authorised by the G.M/D.G.M.

VII. SEVERANCE POLICY

A. Retirement

- i. All employees shall retire from the services of the Company on attaining the age of 60 years.
- ii. Three months prior to the date of retirement, the HR department will inform the CEO and the concerned HOD of the same.
- iii. The CEO/HOD will take a decision on the arrangement for filling up of the vacancy and advise the retiring employee of the person to whom the charge has to be handed over.
- iv. The retiring employee will surrender:
 - a) All official documents / files / papers to the person who will takeover charge.
 - b) Assets if any, like mobile phone, laptop, car, etc to the administration department.
 - c) Accommodation if provided by the Company.
 - A clearance Certificate will be filed by the concerned departments and handed over to the HR department.
 - A full & final settlement should be completed within 15 days of the receipt of the clearance certificate or the last day of service, whichever is later.
 - The HR Department will initiate the formalities with the Provident Fund Commissioner/ Agencies handling Gratuity Fund etc. for ensuring that the superannuation benefits are disbursed at the earliest.

B. Resignation:

- i. Employees wishing to resign must serve the notice period of one month as per the terms of employment.
- v. All employees should handover all the company's chattels issued for his functional activities. If same is not done, company will not settle his dues and suitable legal action will be taken
- vi. Accumulated leave can be adjusted against notice period.
- vii. If the employee is not in a position to serve notice period, salary on a cost-to-company basis, in lieu of notice will be payable by the employee for the shortfall in the notice.
- viii. The COO may waive this condition at his sole discretion.
- ix. An Exit Interview will be conducted by the HR Deptt. for all outgoing employees and a report in a prescribed format will be held on file.

The process under clauses marked with bullets under retirement will be the same in case of resignation.

C. Termination of Service

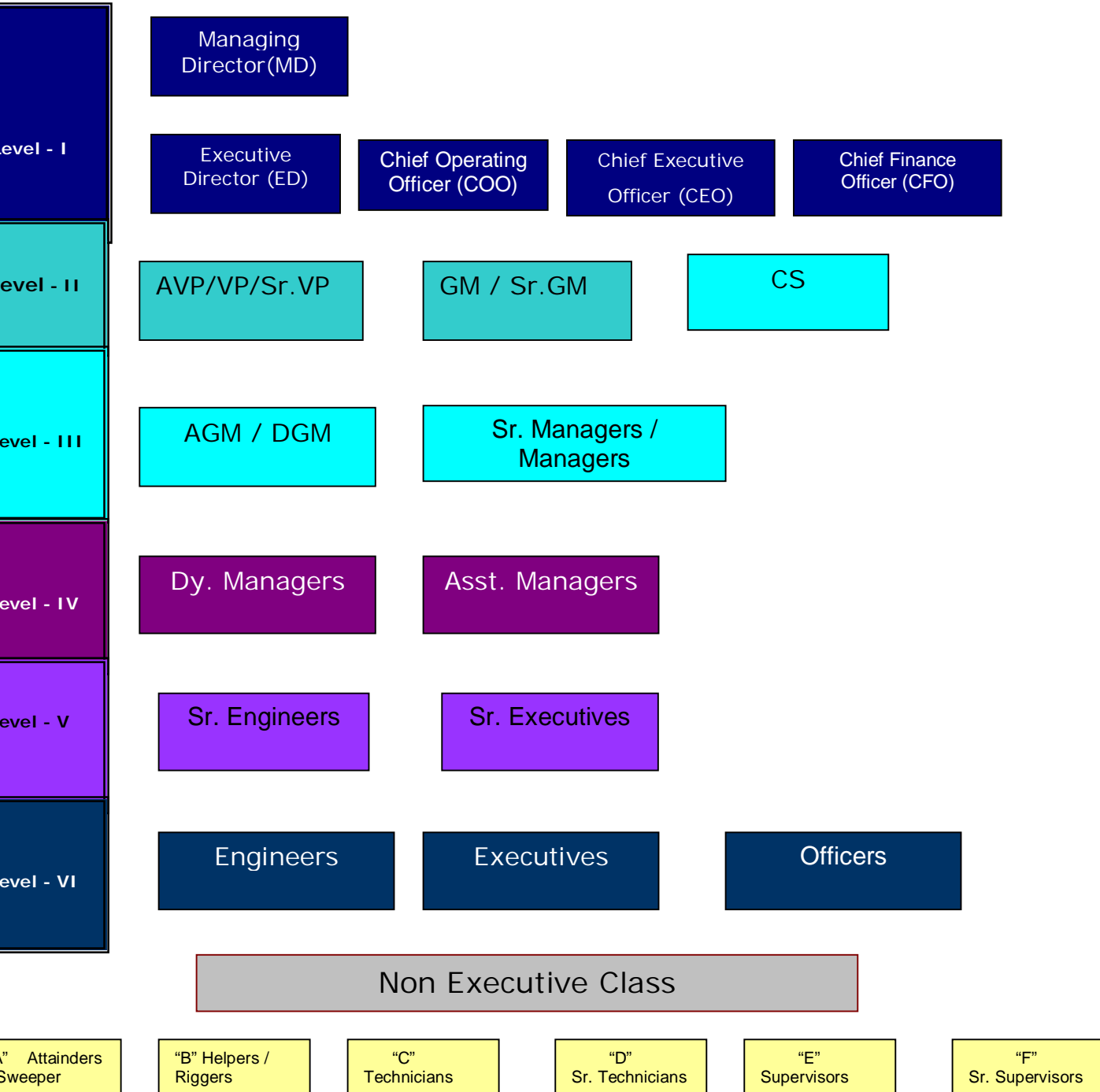
- i. The Management reserves the right to suspend / terminate the service of any employee without notice as a disciplinary action for misconduct, long absence from duty without proper communication / sanction or any act on the part of the employee which is to detriment of the interest of the Company. In the event of such termination salary in lieu of notice will not be payable..
- ii. If the Company needs to terminate the service of any employee for reasons other than mentioned above and does not want the Employee to serve, the notice period salary in lieu of notice will be payable.
- iii. The process under clauses marked with bullets under retirement will be the same in case of resignation.
- iv. Note: Salary in lieu of notice, in case of resignation or termination will mean basic salary only

VIII. REVIEW / AMENDMENT TO EMPLOYEE HANDBOOK

This document will be reviewed every year by the HR Section. Any suggestions in respect of the existing policies would be very welcome and considered if received by the head of HR in writing. All such suggestions would be put up to the CEO at the time yearly reviews and if approved, will be incorporated in the Handbook.

APPENDIX:1

ORGANISATIONAL CHART



APPENDIX:2**LEAVE APPLICATION FROM**1. **Name of**

Employee.....Department.....

....

Leave Applied for (No. of days)

.....

From.....To.....

.....

Purpose.....

.....

.....

Address During Leave Period

.....

.....

.....

Date

Signature of Applicant

APPENDIX:3
DOMESTIC TRAVEL RULES

LEVEL	MODE OF EL	LODGING (Rs. per day)*		DAILY ALLOWANCE (With bills)# (Rs. per day)		MODE FOR LOCAL MOVEMENT
		Metros*	Others	Metros	Others	
A. Level I	Air – Business Class/ AC-I	Actual	Actual	Actual	Actual	AC Taxi
B. Level II	Air – Economy / AC- I / AC-II	“	Actual	Actual	Actual	AC Taxi
Level III	Air – Economy / AC- II / AC- III	“	1000	“	500	Taxi/Auto
Level IV	AC –III / Bus For short distance	“	750	“	350	Auto / Bus
Level V & VI	Sleeper Class / Bus for short distance	“	350	“	250	Auto / Bus
Non Exec. Class “D” “E” & “F”	Sleeper Class / Bus for short distance	Provided BY Company		200	100	Public Transport
Non Exec. Class “B” & “C”	Sleeper Class / Bus for short distance	Provided BY Company		175	75	Public Transport
Non Exec. Class “A”	Sleeper Class / Bus for short distance	Provided BY Company		150	50	Public Transport

Note: The entitlement may go up as per recommendation of PM depending on the situation with approval of COO.

* 20% extra for Mumbai.

without bills: Entitlement is 50%

* Without bills: Entitlement is 1/3rd

C/R No.



CASH REQUISITION

Project Name

Requested on <Date>

Amount Requested:

Amount (In Words):

Requisitioner:

Name:

Designation:

Location:

Requisition For :

S.No	Site Name	Milestone	Activity Planned	Time Period <Da	
				From	

Brief explanation for requisition :

For H.O. Use-Bank Account Details

Confidential	34 of 38

NuTek India Ltd	
MAIN SHEET	
Project Name	
Employee Name	
Period	
Location	
No. of days	

Attachment	Amount (Rs)	To be claimed fm customer	Rem
------------	--------------	---------------------------	-----

Tour & Travelling Expenses			
Telephone Expenses			
Conveyance Expenses			
Postage & Courier Expenses			
Tools Expenses			
Miscellaneous Expenses			
Rent Expenses			
Electricity Expenses			
Other Expenses			
Tour Advances			
Computer & Internet Charges			
Office Expenses			
Car Hire Charges			
Stipend Expenses			
Total	-		

- Notes :
- (1) Tour and Travel includes Hotel Charges, Air/Bus/Train Tickets, Food exps.
 - (2) Car Running includes car hire charges and petrol.
 - (3) Advances given to others should be supported by cash requisitions

Total Amount

Applicant**Checked By****Auth. By****Claim Sheet**