

 HR DEPARTMENT HARRISONS MALAYALAM LIMITED	HML Education Allowance Policy Amendments & Revised Guidelines Notification	DOC. NO. 7/2011
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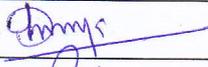
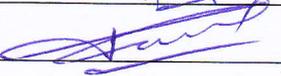
EDUCATION ALLOWANCE

- Applicability:** All Executives in Grade V and VI. There is no change in the policy for Executives above Assistant Manager.
- Reference:** Education Allowance Policy dated 30th June, 2005.
- Purpose:** To ensure that the employees in Grade V and VI are provided support in educating their children up to a certain age limit, in line with the existing practices for Asst. Managers and above.

The Education Allowance shall be effective from 1st July, 2011:

Grades	Day Scholars	Boarding Schools
V	₹400/- per month	₹2500/- per month
VI	₹350/- per month	₹2000/- per month

- The Education allowance will be paid every month with salary.
- A maximum of 2 children of each executive will be eligible for this allowance.
- This allowance will only be applicable to students between the ages of 5 and 23 years.
- Employees who are eligible need to apply in the format placed at Annexure A along with copy of birth certificate of the child as proof of age, which will be sanctioned and forwarded to Finance for making necessary payment. The payment shall be made only from the month from which we get the duly filled Annexure-A. Cumulative submission of this allowance shall not be allowed.
- It will be the responsibility of each Executive to inform the correct age of their children when the application is made as per Annexure –A.
- The employee also needs to inform shifting from Boarding Schools to Day Schools or vice-versa to HR department without any delay, as and when it happens.
- For the purpose of Education Allowance, the year will be from April to March.
- If at any time any unethical practices have been found in this regard, the allowance shall be withdrawn; and any such reimbursement shall be deducted from the employee's salary. Intimation to this effect shall be sent to the employee, before effecting such a decision.
- If any employee, who leaves services of the company within one year of joining, expenses reimbursed in this regard shall be deducted from his/her overall settlement.
- The initiation of the allowance, if incurred during the Notice Period or a month before the resignation shall not be allowed.

Prepared by	Cdr (Retd) M S Sheeja Head – Recruitment & Compensation		9/8/11
Authorized by	Baburaj Nair General Manager - HR		9/8/11
Approved by	Pankaj Kapoor Managing Director		09/08/2011

HARRISONS MALAYALAM LIMITED

Annexure A

EDUCATION ALLOWANCE

I. PERSONAL DATA

Name of Executive:

Designation / Department:

II. DETAILS OF CHILDREN

No	Name of Child	Date of Birth	Age	Sex	Course / University	Whether Day Scholar/ Boarder

I am enclosing the following documents:

- Xerox / attested copies of birth certificates / school leaving certificate as proof of age of my child.
- Letter from the Institution as proof of boarding (receipt of the boarding fee enclosed).

Signature:

Name of Executive:

Place:

Date:

>>>(Photocopies of this form to be used)<<<

HARRISONS MALAYALAM LIMITED

MEMORANDUM

30th June, 2005.

From: G.M. – DEVELOPMENT & HR,
COCHIN.

To: ALL EXECUTIVES IN GRADE II &
ABOVE/GMs/VPs.

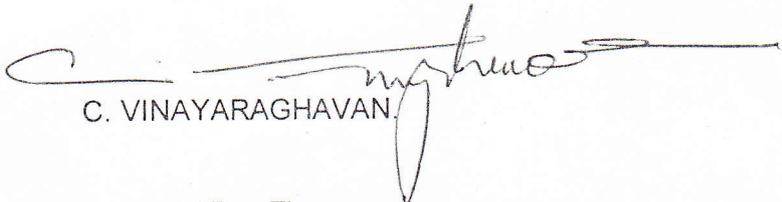
CONFIDENTIAL

EDUCATION ALLOWANCE

The revised Education Allowance effective 1-7-2005 is as follows:

Day Scholars : Rs.1,000/- per month
Boarding Schools : Rs.5,000/- per month

1. Education allowance will be paid every month with salary.
2. A maximum of 2 children of each executive will be eligible for this allowance.
3. This allowance will only be applicable to students between the ages of 5 and 23 years.
4. The allowance will be paid for the accounting year July to June.


C. VINAYARAGHAVAN

cc. V.P. – Finance.

HARRISONS MALAYALAM LIMITED

MEMORANDUM

30th June, 2005.

From: G.M. – DEVELOPMENT & HR,
COCHIN.

To: ALL EXECUTIVES IN GRADE III.

CONFIDENTIAL

EDUCATION ALLOWANCE

The revised Education Allowance effective 1-7-2005 is as follows:

Day Scholars	:	Rs. 600/- per month
Boarding Schools	:	Rs.5,000/- per month

1. Education allowance will be paid every month with salary.
2. A maximum of 2 children of each executive will be eligible for this allowance.
3. This allowance will only be applicable to students between the ages of 5 and 23 years.
4. The allowance will be paid for the accounting year July to June.


C. VINAYARAGHAVAN.

cc. V.P. – Finance.

HARRISONS MALAYALAM LIMITED

MEMORANDUM

30th June, 2005.

From: G.M. – DEVELOPMENT & HR,
COCHIN.

To: ALL EXECUTIVES IN GRADE IV.

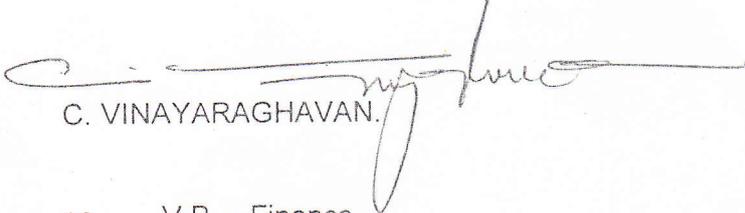
CONFIDENTIAL

EDUCATION ALLOWANCE

The revised Education Allowance effective 1-7-2005 is as follows:

Day Scholars	:	Rs. 480/- per month
Boarding Schools	:	Rs.5,000/- per month

1. Education allowance will be paid every month with salary.
2. A maximum of 2 children of each executive will be eligible for this allowance.
3. This allowance will only be applicable to students between the ages of 5 and 23 years.
4. The allowance will be paid for the accounting year July to June.


C. VINAYARAGHAVAN.

cc. V.P. – Finance.