



HARRISONS MALAYALAM LIMITED

LEAVE TRAVEL ALLOWANCE


RULES

An employee can avail L.T.A. on the following conditions:

1. The employee should complete one year of service.
2. He should have a minimum of 7 days' Privilege Leave to his credit.
3. He should avail minimum of 7 days Privilege Leave while availing the L.T.A.
4. Only one L.T.A. is payable during the year.

Any leave to his credit will not entitle an employee to avail the L.T.A., unless the above four conditions are fulfilled. The entire L.T.A. amount has to be taken at one time.

The year for the purpose of L.T.A. will be April to March.

 HR DEPARTMENT HARRISONS MALAYALAM LIMITED	HML Leave Travel Allowance Policy Amendments & Revised Guidelines Notification	DOC. NO. 5/2011
		REV NO.
		PAGE 1 OF 1

LEAVE TRAVEL ALLOWANCE

The leave travel allowance for Grades V and VI has been enhanced as mentioned below with effect from 01/07/2011:

Grades	Existing Annual LTA	Revised Annual LTA
V	₹15,000/-	₹18,000/-
VI	₹7,200/-	₹12,000/-


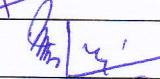

All other rules on LTA remain the same.

LTA for the financial year in which the employee retires will be paid in full in future.

However, if any employee who resigns or is separated such allowance shall be paid only proportionately.

If any employee leaves the services of the company within one year of joining, the LTA shall not be applicable.

The amended rules shall supersede all other policies in this regard. There is no change in the rules or amount applicable to all other Executives from Assistant Manager and above.

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