

From : Ranjaneswar Halder <rhalder@ti-bangladesh.org>

Sun, Jul 27, 2014 03:43 PM

Subject : Revised Transfer Allowance Policy

To : All Staff <allstaff@ti-bangladesh.org>

## **Transfer policy**

Dear Colleagues,

In order to remove the ambiguity, inconsistency and inadequacies to meet the present requirements, the Operations Management Team (OMT) has approved the following revised Transfer Allowance Policy.

The revised policy will come into effect from 27 July 2014.

The OMT is thankful to the members of the staff who pointed out to the management the need for a revision of this policy.

**Thanks**

**Ranjan Halder/ DFA**

### **Revised Policy:**

#### **3.23 Transfer Allowance**

3.23.1 Staff on transfer will get the following reimbursements and allowances on joining her/his new working area:

- (1) Transport cost for moving household goods by surface transport (truck, bus, car, train etc.), or water (launch, steamer etc) only.
- (2) Travel costs of staff and immediate family members including parents if they stay with the staff, and one household help as per staff entitlement.
- (3) An allowance of BDT 10,000 to cover packing, unpacking, loading, unloading and other related costs where staff is moving to new posting with family. Where staff moves on his/her own and family does not move to join the staff within 6 months of transfer, he/she will be entitled to receive BDT 5,000.
- (4) A relocation allowance equivalent of 25% of one basic salary (as of the day of joining the new area) payable with the regular salary of the second month after joining the new place of posting.
- (5) Lodging and meal allowance up to a maximum of seven days required for resettling in the new location. The staff may require justifying this claim with supporting documents, such as, log sheets for the days of claim.

(6) Except for allowances at (3) and (4) and meal allowance at (5) above, all other claims must be on actual basis and require production of receipts.

3.23.2 A staff will not be entitled to transfer allowance when the transfer is granted on his/her personal request and convenience.

Ranjan Halder  
Director Finance & Admin  
Phone: +880 2 9887884, 8826036