

## POLICY ON EMPLOYEES MARRIAGE ADDITIONAL ALLOWANCE

### Objective:-

To support newly married employees by giving them Additional Allowance in their monthly salary.

### Eligibility:-

1. All the employees including FTA roll employees in **Pon Pure Chemicals Group** are eligible.
2. Minimum of 2 years of service is required as on 31<sup>st</sup> Dec 2020.
3. Eligible employee's salary should not be more than 30 K (Gross salary – Excluding AHRA / CCA if any) as on 31<sup>st</sup> Dec 2020.
4. This Policy getting effected wef 1<sup>st</sup> Jan 2021, Employees getting Married after 31<sup>st</sup> Dec 2020 are eligible to apply, if the above three (3) other eligibility points are met.

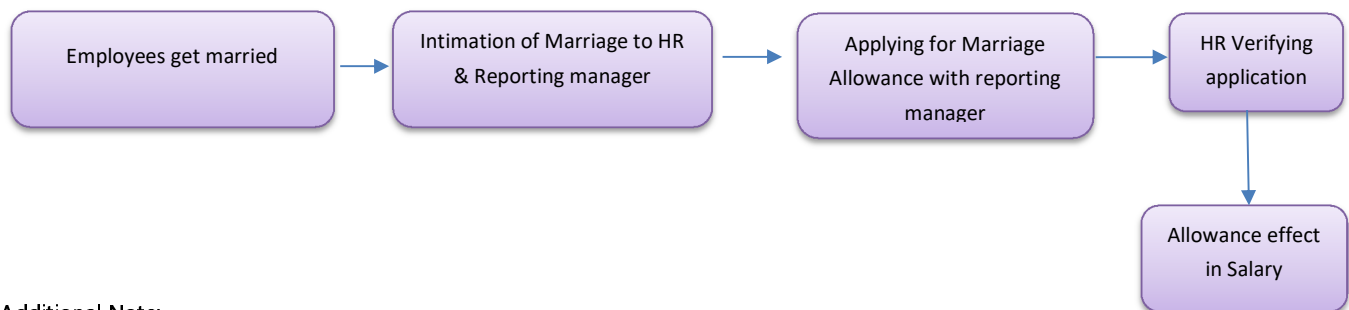
### Policy Owners:-

5. Employees
6. Reporting Manager
7. HR department

### General Guidelines:-

1. Employees who are getting married they will be provided Rs.1000/- (one thousand) as a special compensatory allowance in their monthly salary.
2. This special compensatory allowance will be effected from the month they get married.
3. To avail this additional allowance employees are advised to attach the application (**Annexure – 1**) along with the Marriage Invitation and with immediate reporting manager's approval.
4. The duly filled application has to be shared with HR department at Head office to effect the same in monthly salary.
5. This special compensatory allowance added in to employee's salary will be a part of employee's annual bonus workings.

### Process Flow:-



### Additional Note:-

- The Management has the right to modify / withheld this policy considering the requirements from time to time.

Proposed By	Recommended by	Approved By
B.Subbiah	M.P.Lakshmipathy	M.Ponnuswami
HRBP	Executive Director	CMD
Signature:-	Signature:-	Signature:-
Date:-	Date-	Date-