

Please make note of these Important Dates!

S. No.	Agenda Item	Due Date
1.	Reimbursement Processing	<ul style="list-style-type: none"> Employee to submit claim latest by 6th of next month or next working day in case 6th is a Non-working day Approval by Manager latest within 1 working day after end-date of Claim submission date (around 7th /8th of next month) Payout by Finance - 17th of the month
2.	Employee request for changes in BOB (Bouquet of Benefits) Plan	By 5 th July every year
3.	Employee request for change in Family constitution for coverage in Company Medclaim Policy	By 5 th July every year
4.	Submission of Investment Declaration for the Financial year by Employees	Existing Employee to provide by 20 th April New Joinee to submit within 10 days of joining
5.	Submission of Investment Proofs to Finance by Employees	By 31 st Dec for the current financial year
6.	Submission of HRA, BOB allowances bills/receipts to Finance by Employees	Latest by 20 th of every month
7.	Salary Payout	Latest by 7 th of next month
8.	Change in Family Constitution	
8.1	Wedding	Immediately – Name of your spouse and wedding date
8.2	New Born	Immediately – Name of baby and birth date
9.	Change in Address	Immediately along with Address Proof
10.	Change in Phone Number	Immediately
11.	Mid-Year Inclusion – Company Medclaim Policy	
11.1	Employee request for addition of baby for coverage in Company Medclaim Policy	Within the same month of the birth of New Born (Any delay is not entertained by the Insurance Company. Thereafter, can only be added at the time of renewal –refer Sl. No.3)
11.2	Employee request for addition of Spouse for coverage in Company Medclaim Policy	Within the same month of the Wedding. (Any delay is not entertained by the Insurance Company. Thereafter, can only be added at the time of renewal –refer Sl. No.3)

Note

- In case for above provided timelines, the scheduled day falls on a non-working day the date will move to next working day and so on.
- In case it is anticipated that there can be a change in above dates, HR/concerned department would send out suitable communication to all concerned beforehand
- For Employees who are yet to get their Bank Account/Company Salary account functional the payout will happen via cheque.