Dhanush

DHANUSH GROUP
Travel Policy

Policy effective from 18th February 2026

Approved to: Chandirma Dendukuri - Director

Reviewed by: Abheek Dendukuri

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Table of Contents

TRAVEL POLICY

1. Policy Applicability:

This policy applies to all the resources working in the Dhanush group irrespective of work location and is operative with immediate effect.

Dhanush group comprises the following entities:

- Dhanush Healthcare Systems Private Limited
- Dhanush Softech Private Limited
- Samvaad Infotech Private Limited
- Surya & Chand Foundation

2. Objective:

To ensure that Dhanush resources have comfortable travel & stay, cost-effectively when they are on official tour.

3. Scope:

Applicable to resources of Dhanush Group for official domestic business travel-related expenses and reimbursements.

4. Definition:

Travel is the concept of resources, who is expected to attend to official work based on official requirements at a different location other than the regular designated office/ base location.

5. Types of Travel:

We have Three types of travel here:

5.1. Intercity travel: Official travel within the city limits of the designated office/ base location.
5.2. Domestic travel: Official travel within India, outside the city of the designated office/ base location.
5.3. International Travel: Official travel outside the country of the designated office/ base location.

5.1. Intercity travel: (Travel within base Location)

- Reimbursement for travel within city to Site/ Centre/ Unit will be at actual cost incurred, upon an e-mail acceptance of the project manager. However, it is the responsibility of the resource to use the most reasonable, cost effective and quick transport mode on official trips.
- In case if the resource prefer to use his/her personal vehicle within city radius, travel by own vehicle will be allowed only if it is approved by HOD (only within the territory of operations).
  In such cases below are the fixed reimbursement slabs.
  1) Four-Wheeler: Rs. 10/- per km.
  2) Two-wheeler: Rs. 7/- per km.
- Intercity traveling will be considered, as Local Travel and Per Diem are not applicable.

5.2 Domestic travel: (Travel within the Country)

a. Short-term Assignment:

Employees who would be deputed to Dhanush Client's/Partners office within India (but outside their base location) on a project assignment for less than a month.

i. Accommodation:

- For the employees deputed on a short-term assignment, the company will provide accommodation.
- At the time, the hotel reservations are made through the Company's travel Desk, the best available rate with reasonable quality accommodations, at the most convenient location will be obtained.
- In other cases, on an urgent basis the employee may stay at the Hotel approved as per his/her eligibility or any other equivalent arrangement made by the Company.

ii. Per Diems:

- Per-Diem is paid to take care of food & miscellaneous expenses.
- Per-Diem will be applicable inclusive of the days of travel.
- Any additional expenses incurred should be approved by the Director of Finance.

Levels	Per Diem Rates (INR/per day)
All Levels	1,000

iii. Local Travel:

Local official travel within city limits using economical and justifiable modes of public transport such as Metro Rail is encouraged and will be reimbursed on actuals.

b. Long-term Assignment (more than 1 month):

Employees who would be deputed to Dhanush client's/Dhanush's branch Office within India (but outside their base Location) on a project assignment where the duration of the assignment is more than 1 month, it would be considered as Long-term assignment and employees will be deputed on a temporary relocation model.

For employees when deputed on such a long-term assignment, the allowances will be applicable towards miscellaneous and other expenses.

Levels	Hardship Allowance (Per Month)
Executive	Rs. 16,000
Manager	Rs. 20,000

5.3 International Travel:

Employees who would be deputed to Dhanush Client's/Partners office Outside India on a project assignment

- Accommodation & local travel will be arranged at the best available rate with reasonable quality by the company.
- In other cases, on an urgent basis the employee may stay at the Hotel approved as per his/her eligibility or any other equivalent arrangement made by the Company, with prior budget approval.

Levels	Role Category	Hardship Allowance (Per Month/ in USD)	Per Diem (Per Day/ in USD)
Level 1	Interns / Freshers / Junior Level	500	15
Level 2	Executives / Managers / Mid-Level	700	23
Level 3	Senior Managers / Delivery Managers	900	30
Level 3A	Directors & Above	1100	35

6. Eligible mode of travel:

This policy is applicable to all the employees of the company who are required to undertake business travel within India.

Employees traveling for business purposes can avail the following modes of travel, based on their grades.

Level	Mode of Transport	Reimbursement
Manager	Air (Economy) /2-Tier A/C, 3-Tier A/C	At Actuals
Executive	Air (Economy)/3-Tier A/C, Sleeper /chair car /Luxury Bus	At Actuals

Note:

- Employees at Executive level, who Travel for more than 20hrs will be provided Air (Economy) and in case the travel duration consists of the overnight journey then one should opt for by road/rail mode of transport. In case this is not possible, due to a justified reason and on urgent business exigencies, then air travel would be allowed. Any deviation from the above shall require the approval of the HODs.
- In case of cancellation of a ticket/flight missed for any journey from the employee's side without proper reason, the cost of the same would be recovered from the salary of the respective employee.

7. Relocation Allowance

Relocation Allowance is provided when an employee is required to **change their primary residence** due to long-term or permanent business requirements.

Applicability

- Payable as **one-time allowance**, as approved
- Normally applicable **once per transfer**
- Covers settling-in expenses at the new base location

- Not applicable where only hardship allowance is approved

7.1 Home Travel Support for Long-Term Assignments

Periodic Home Travel: Employees on mandatory long-term assignments may be eligible for company-supported home travel.

Structure:

- One round-trip every **6 months**
- Eligibility after completion of **4 months** at deputed location
- Prior approval from Reporting Manager & HR mandatory

Travel Mode:

- Economy class air / AC train / lowest logical fare

Conditions:

- Non-cumulative and non-encashable
- Applicable only for mandatory deployments
- Intended for family continuity

7.2 Exceptional & Emergency Travel Support

Applicable in case of:

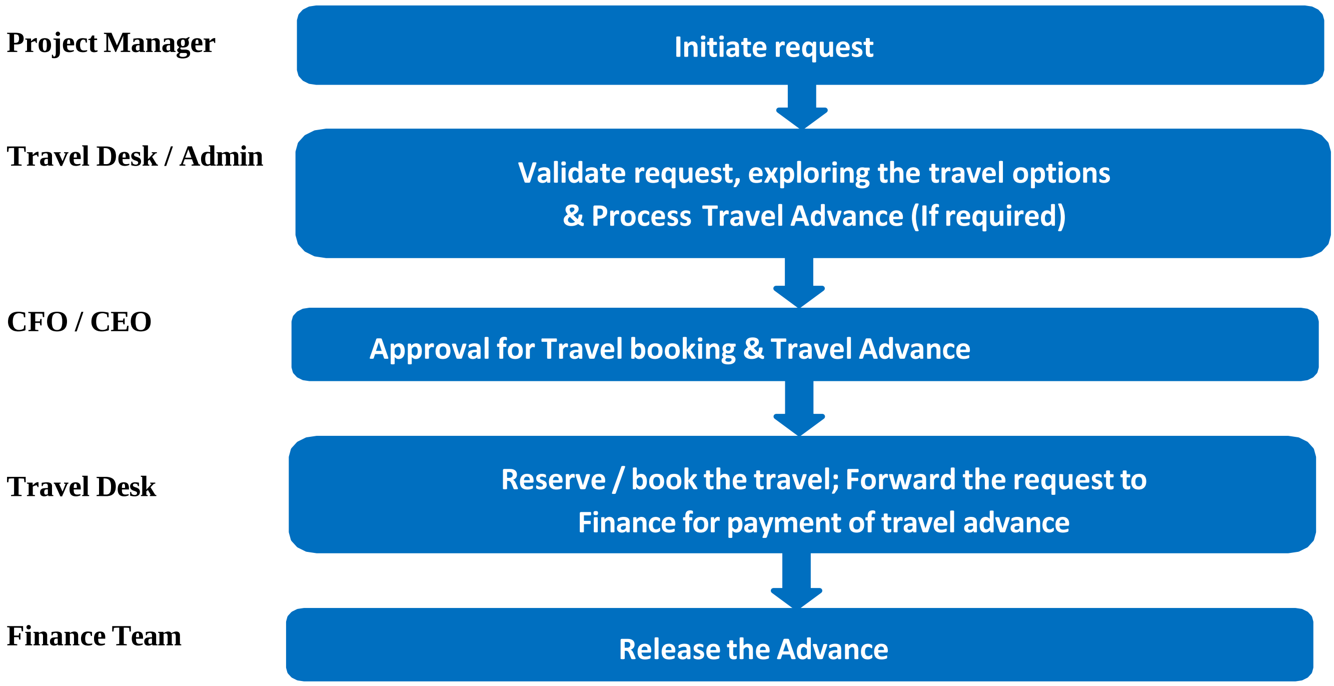
- Serious illness / hospitalization of immediate family
- Death of immediate family member
- Other genuine emergencies validated by HR

Support includes:

- One company-supported round-trip travel
- Economy / lowest logical fare
- Post-travel documentation permitted where prior approval is not feasible

8. Travel request procedure:

All Travel requests should be raised strictly using Smartopps Application (Email option to be used only if Smartopps application is down) Email ID **Flow Chart Travel:** admin@dhanushinfotech.com



9. Reimbursement / Claiming / Travel Settlement Procedure:

- Every travel has to be settled with Accounts Department irrespective of claims.
- Employee shall submit the travel settlement form along with the ticket/boarding pass within 7 days of travel back to the base location. In case, if the resource fails to submit the documents in that quarter, the advances paid will be recovered from the salary of the resource.
- Upon visiting additional Centers/Units, etc. daily task activity details must be provided.
- While submitting the claims form, the following documents need to be attached:
  - Travel Request Form (duly approved)
  - Travel Expense Claim Sheet with all bills/receipts as applicable
  - Travel Report with the details of the visit
- The reporting Manager should duly approve all the above forms.
- Any additional expense claim needs to be approved by the Director of Finance.
- Admin / Travel Desk & Finance departments shall verify the travel documents and bills submitted by employees.
- It is the responsibility of the employee to use the best, low-priced, and quick transport on Business trips which is effective and economical.

10. Travel Advances:

- All employees availing travel advances must submit a reasonable cost estimate of the expected travel expenses, based on which the advance will be issued.
- The maximum one-time travel advance shall be limited to Rs. 5,000.
- Travel advances will be released only after obtaining prior approval from the Reporting Manager and HR. The approved request must be routed to the Admin (Travel) / Finance Department through HR for processing.
- The advance must be settled within 7 days of returning to the base location by submitting all original bills and supporting documents, duly authorized by the Reporting Manager.
- Any unutilized advance amount must be refunded to the finance department at the time of settlement.

11. Guidelines of the travel policy:

- If an employee loses any asset of the company entrusted to him/her while on tour, the company reserves the right to recover the replacement value of the lost asset from the concerned employee.
- The employees on their travel must carry their identity cards/ visiting cards along with to represent well with the client / officials.
- Resources are expected to maintain their code of conduct while they are representing the organization.
- Per diems will be paid for all the days where the employee is on official duties during the period of travel.

Note: Any exception, which is not outlined in this policy, will be handled and addressed on a case-to-case basis at the sole discretion of the management.

12. Annexure I: Claim Sheet

DHANUSH HEALTHCARE SYSTEMS PVT LTD Expenses Claim Form

Claimed By/Emp Name:

Claime Period:

EMP ID:

Phone No:

Document No. 2022-2023

S.No.	Date	Particulars	Project Name	From	To	Unit	Rate	Amount (Rs.)	Supporting Documents.	Remarks
							TOTAL	-		

Employee/claimed Sign Verified Sign Authorized Sign Accounted Sign.

Thank you

Dhanush

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