

NPCI Travel COC (12th march 2021)

Dear All,

This is in continuity with our efforts to maintain safety of employees and office premises in the current pandemic.

You are required to strictly follow Code of Conduct during COVID Pandemic, wherein RT-PCR is mandatory for any outstation travel.

Kindly follow the below process:

A. Coming from Vacation from other states

If you have been out of state recently and used the public transport (Not for those who used personal Car to travel), share your latest RT-PCR test reports, you will be allowed in the premises only if your reports are 'Negative'. In case you have not tested, kindly get your test done at the earliest, you will be allowed in the premises post your reports are 'Negative'.

The cost for test shall be borne by employees

B. Any official travel to other states

If the purpose of travel is official i.e. any official purpose, approval from respective CXOs is mandatory for Travel and RT-PCR (as per NPCI/ any regulatory Authorities)

You can apply reimbursement through Empower (Attach approval for travel and RT-PCR invoice receipt)

C. Any medical emergency

You may talk to doctor for any assistance 'Connect & Heal SOS Care – 9111891118

You may connect with Family Support Team / Asawari Sathe / Location BPHRs for any assistance

Detail of the agency to carry out test is produced here you may schedule your test with following agencies;

- ❖ *Connect & Heal : 9111891118*
- ❖ *Quantum Corp Heath Pvt . Ltd. : 8286527638/ 8286527635/ 8652269769*

Thanks & regards,

Nishith Chaturvedi
Chief – HR & Admin