

Title	Relocation and Transfer Policy
Version	V3.0
Description	<b>Guidelines and Policies for relocating and transferring employees within Haqdarshak</b>
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Version	Modified By	Date Modified	Modifications Made	Effective
1.0	Sharmil Avachat	May 2019		
2.0	Gayathri Shanmugam	April 2021	Revisions to emoluments and clarity on what constitutes transfer and relocation	May 2021
3.0	Sharmil Avachat	April 2022	Limit on 'Relocation Advance' and addition of governing principles	May 2022

# RELOCATION AND TRANSFER AT HAQDARSHAK

## Policy brief and purpose

There are instances where an employee will be required to work out of a different location (other than the base location) for project requirements for different durations of time. This document lays down the policies that govern this movement.

## Scope

This policy applies to all full-time employees and fellows of Haqdarshak. This policy governs transfers and relocations initiated by the organization for business purposes and also the ones initiated by the employee for personal reasons. The benefits and considerations will be different for both.

Nothing in this policy alters the nature of employment agreement between the organization and the individual.

## Definitions

### *Base Location*

Location (Block Level) that the employee joined in as reflected in the records of HR.

### *New Location*

The new location (Block Level) to which transfer is being sought either by the organization or by the employee.

### *Company Initiated Transfer*

This covers movements that last for a period of minimum 3 months or more. The base location of the employee changes in HR records.

### *Company Initiated Relocation*

This covers movements that are temporary and in between one to three months. In this type of movement, the base location of the employee does not change as per HR records.

### *Employee - Initiated Transfer*

All employee-initiated transfers will be considered permanent with no cap whatsoever on the duration and the location will change in HR records.

## Changes in Positions and Levels

Changes in positions and or levels can result **only** from company-initiated transfers. There could be transfers without any changes in levels and positions as well. The Line Manager must prepare

necessary documents as governed by the Promotion Policy to change the position and/or level of the employee as a part of a company-initiated transfer.

Company initiated relocations and employee-initiated transfers will be only at the current position and level.

## Initiation Process - Role of Line Managers

It is the responsibility of the Line Manager of the employee to initiate the movement in the system for both company-initiated transfers and relocations. It is acknowledged that the employee may or may not have to report to a new Line Manager in the new location and such changes, if any, will be made in the system.

Confirmation needs to be given to HR and Finance when the employee takes up position at the assigned location. Similarly, the relocation needs to be canceled in case the employee does not take up position.

## Approvals

- For employee-initiated transfers, requests will be raised by the employee and approved by Line manager, Vertical Head and HR.
- For company-initiated transfers and relocations, requests will be raised by the Line Manager and approved by the Vertical Head and HR.
- In the case of change in Line Manager in both cases above, the new Line Manager should also approve the process in the system.

## Advances and Benefits

### *Company Initiated Transfer*

- A one time transfer related charges shall be paid to the employee on approval of the transfer by HR and the Vertical Head. This amount is payable as a part of the reimbursement cycle.
- An advance against this pre-fixed amount can be paid to employees provided the process is complete in the system.
- This amount will be subject to an upper limit of Rs 20,000/- subject to approval from Line Manager.
- Any exception to this amount will require justification documentation from the approving Line Manager
- Travel shall be permissible by 3-tier AC as approved by the Line Manager from the base location to the new location and will be reimbursable as governed by the Reimbursement Policy. Cabs can be used under exceptional circumstances upon approval from Line Manager.
- For company initiated transfers, one way travel charges of dependent family members will also be reimbursed as per the reimbursement policy.

### *Company Initiated Relocation*

- For relocations, employees will be eligible for a monthly 'Relocation Advance' to incur expenses on stay and food at the new location
- The request for relocation of a reportee is raised by the Line Manager and needs to be approved by the Vertical Head, followed by HR and Finance.
- Considering the relative cost differentials across various location PAN-India, upper

limit of 'Relocation Advance' has been given for respective category\* as below:  
(Refer to the Reimbursement Policy and Guidelines for details on locations falling under each category)

Category	Relocation Limit (One month) in Rs.
Tier1	15,000
Tier2	12,000
Tier3	10,000
Tier4	8,000

- HR and Finance shall reach out to the Line Manager to seek validation of the proposed amount, if required.
- Supporting documents for stay and food at the New Location shall need to be submitted as per the norms governed by the Reimbursement Policy, towards settlement against the advance
- Travel (one onward and one return) shall be permissible by 3-tier AC from the base location to the new location. Cabs can be used under exceptional circumstances upon approval from the line manager.
- Employees can claim advance for assistance during the initial few weeks of the relocation, basis approval from Line Manager.  
This amount will be adjusted against the claims submitted at the end of the month.
- Advances can be claimed only if the process has been approved in the system by ALL approving authorities.

### Employee Initiated Transfer

- Employees will own all expenses in case the transfer is initiated by themselves.
- Travel shall be permissible by 3-tier AC or a cab as approved by the Line Manager from the base location to the new location and will be reimbursable as governed by the Reimbursement Policy (only for the employee).

### Extension of Company-Initiated Relocation

- On completion of the assignment HR has to be intimated of the employee returning back to base location for HR to change records in the system.
- Relocation can be extended to a maximum of 1 month **once** after the initial movement. The extension needs to be routed through the approval process mentioned above.
- Any further extension of relocation (of the same employee at the same location) shall be subject to approval from HR and Finance.

### Role of Line Manager

The Line Manager will be expected to keep the costs under reasonable limits in line with the constraints of the project/client requirements. The Line Manager should be aware of the implications of expense approvals and how they would impact the profitability of the project and apply this knowledge before approving expenses.

Line Managers can consider 'Relocation for employees' as an opportunity for trained resources to work for critical project locations and a platform to channelize their talent and expertise towards team capacity building and project goals.