



DEPUTATION POLICY

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Policy Name		Deputation Policy
Version No.	2.0	
Contact Person	Compensation & Benefits	
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Date: September 16, 2022	Prepared By	India HR Team (Anumeha Asthana)	
Date: September 16, 2022	Reviewed By	India HR Team (Gunjan Rai, Burzin Katki, Andrew Issac, Ravikiran Saurkar)	India Legal Team (Bharat Mehta and Archana Gupta)
Date: September 16, 2022	Approved By	India HR Head (Aarti Srivastava)	

I. Distribution List

Issued to all employees of Capgemini (including its subsidiaries and affiliates) in India (collectively referred to as "Capgemini" solely for the purposes of this document).

II. Version History

Version	Date	Description
1.0	December 1, 2016	Initial release post integration
2.0	September 16, 2022	Updating claim process

III. Objective

The objective of this policy is to define guidelines pertaining to employees' travel while on deputation within India.

IV. Scope

- The policy is applicable to all employees of Capgemini.
- This policy excludes employees deputed within the same city and/ or extended areas where Capgemini has multiple offices.

V. Abbreviations used

BU	Business Unit
RMG	Resource Manager Group
HRSS	Human Resource Shared Services
PICS	Payroll Input Consolidation System

EDC	Employment Data Change
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VI. Policy Details and Guidelines

a. Definition

- Deputation:

For the purposes of this policy, deputation or travel on deputation refers to travel for business purposes by an employee from his/ her base location to another city of Capgemini for a period exceeding 30 consecutive calendar days and up to a maximum of 180 consecutive calendar days. If the deputation exceeds 180 consecutive calendar days, the employee needs to connect with RMG to initiate long term transfer request (Refer to Transfer Policy)

- Accommodation:

For the purposes of this policy, accommodation refers to the stay provided by Capgemini during the Deputation period.

b. Assignment Process Flow

- Identification of the role/requirement by the BU.
- Role/ requirement must be shared with the RMG Team to process.
- RMG team to initiate short term transfer request on EDC portal with deputation allowances option to be selected as "Yes" while initiating transfer request.
- HRSS team will process deputation allowances for eligible employees as per payroll cycle.

c. Travel

All travel booking should be done via Capgemini's online travel portal. Any direct purchase of air travel tickets will not be reimbursed.

Distance	Mode of travel across all grades
Less than 350 Kms	Road or Rail (AC II Tier)
More than or equal to 350 Kms	Air travel (Economy Class)

Family of the employee is not authorized to travel with the employee. In case employee intends to travel with his/ her family, the cost for such family members will have to necessarily be borne by the employee individually.

d. Arrangements of Stay

In cases where Capgemini is unable to provide any Accommodation, Capgemini will endeavor to make alternative arrangements of stay for the employee.

In the event, Capgemini is unable to provide Accommodation, all expenses borne by employees for arranging their stay will be reimbursed on actuals incurred, subject to the eligible limits as set out in the India Travel and Expense Policy.

During the Deputation, Capgemini does not take responsibility for providing Accommodation to employee's family. Any arrangements of stay made by the employee for their family will have to be made at his/ her own expenses.

e. Deputation Allowance

While on deputation, the employee will be entitled to a deputation allowance of INR 500/- per day which will be paid through payroll.

- The Deputation allowance is subject to tax, as per income tax regulations.
- This allowance is inclusive of local conveyance expenses, food, laundry, portage, personal telephone expenses and other incidental expenses.
- If employee avails Capgemini transport, transport deduction will be applicable from employee's salary as per transport policy applicable in the city.

Process for claiming Deputation allowance:

- HRSS team to process the deputation allowances for eligible employees (Refer to Assignment process flow) as per payroll cycle.
- HRSS team to upload deputation allowances inputs for eligible employee in PICS
- All approved Deputation allowance claim requests are processed as per monthly payroll cycle

VII. Management rights

Capgemini reserves the right to amend this policy from time to time, without prior notice.