

## Deputation Policy

This policy is applicable to all on payroll and contract staff of the Elite Group of companies. This policy will be applicable only to employees who are on temporary deputation from one unit to another, from one location to another, from one district to another, or from one state to another for a period of up to one year. The policy will not apply if an employee is transferred on a permanent basis.

### Objective

- Providing opportunities for knowledge sharing
- Enhancing skills and experience for employees
- Encouraging innovation and diversification
- To fill the temporary staffing requirements,

### 1. Travel & Fortnight Stay

Employees are permitted to travel by eligible mode as per the TA DA Policy.

Employee can be reimbursed initial 7 days of hotel accommodation expenses immediately after arrival at the place of destination as per the TA DA Policy applicable to the employee. The purpose of this allowance is to identify and settle in a suitable accommodation.

Transportation of Household & Transfer Allowance

Transportation of Household and Transfer Allowance will not be applicable to deputation staff.

### 2. Deputation Allowance

For interstate / Inter district deputation, an allowance can be provided to deputed employee to meet the additional living costs for the deputation period, which will be as per the table given below.

| Category          | Band              | A Class Towns-<br>Mumbai,<br>Bangalore,<br>Chennai,<br>Kolkata, Delhi,<br>Ahmedabad,<br>Hyderabad, | B Class Towns- Major cities like<br>Coimbatore, Madurai, Salem,<br>Hosur, Trivandrum, Kollam, Thirur<br>and other District Headquarters | C Class<br>Towns- All<br>other local<br>places |
|-------------------|-------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Junior Management | P2 and Below      | 12000                                                                                              | 10000                                                                                                                                   | 7500                                           |
| Middle Management | P3, M1 and<br>M2  | 15000                                                                                              | 12500                                                                                                                                   | 10000                                          |
| Senior Management | SM 1 and<br>Above | 20000                                                                                              | 17000                                                                                                                                   | 15000                                          |

An employee is entitled to receive 100% of Deputation allowance only once when he/she moves with family .. If an Employee moves alone, he /she is eligible to receive only 50% of the Additional Allowance. This clause is applicable to unmarried person also,

In case Accommodation and food will be provided by the Company deputation allowance will not eligible.

### Salient Points

3) The allowances listed above are subject to approval by the HOD, CEO Sales , and Head HR.

