

Domestic Travel Policy: Classification of Cities

This document outlines the classification of cities under various states for the domestic travel policy. Cities are divided into classifications such as ****State A****, ****State B****, and ****State C****, depending on their tier or other criteria.

Classification Details

State wise A grade Cities

- Andhra Pradesh: Hyderabad (UA)
- Delhi: Delhi
- Gujarat: Ahmedabad, Surat (UA)
- Karnataka: Bangalore
- Maharashtra: Greater Mumbai (UA), Nagpur (UA), Pune (UA)
- Rajasthan: Jaipur
- Tamil Nadu: Chennai (UA)
- Uttar Pradesh: Kanpur (UA), Lucknow (UA)
- West Bengal: Kolkata (UA)
- Goa: Panaji (UA), Mormugao (UA), Margao (UA)

State wise B grade Cities

- Andhra Pradesh: Vijayawada (UA), Warangal (UA)
- Assam: Guwahati
- Bihar: Patna
- Chandigarh: Chandigarh
- Chhattisgarh: Durg-Bhilai Nagar (UA), Raipur (UA)
- Gujarat: Vadodara, Bhavnagar (UA), Rajkot (UA)
- Haryana: Faridabad
- Himachal Pradesh: Shimla (UA)
- Jammu & Kashmir: Srinagar
- Jharkhand: Jamshedpur (UA), Ranchi (UA)
- Karnataka: Hubli-Dharwad, Mysore (UA)
- Kerala: Kochi (UA), Thiruvananthapuram (UA)
- Madhya Pradesh: Indore (UA), Bhopal (UA), Gwalior (UA), Jabalpur (UA)
- Maharashtra: Aurangabad (UA), Nashik (UA), Sholapur

- Odisha: Bhubaneswar (UA)
- Punjab: Amritsar (UA), Ludhiana
- Rajasthan: Jodhpur, Kota (UA)
- Tamil Nadu: Coimbatore (UA), Madurai (UA)
- Uttar Pradesh: Agra (UA), Varanasi (UA)
- West Bengal: Siliguri

State wise C grade Cities:

Andhra Pradesh

Adilabad, Anantapur, Chittoor, Guntur, Kadapa, Kakinada, Kurnool, Nellore, Ongole, Rajahmundry, Srikakulam, Vijayawada, Vizianagaram, Warangal.

Assam

Dibrugarh, Guwahati, Jorhat, Silchar, Tezpur, Tinsukia.

Bihar

Ara, Bhagalpur, Darbhanga, Gaya, Muzaffarpur, Patna, Purnia.

Chhattisgarh

Bilaspur, Durg, Korba, Raipur.

Gujarat

Anand, Bharuch, Bhavnagar, Gandhinagar, Jamnagar, Junagadh, Mehsana, Rajkot, Surat, Vadodara, Valsad.

Haryana

Ambala, Faridabad, Gurgaon, Hisar, Karnal, Kurukshetra, Panipat, Rohtak, Yamunanagar.

Himachal Pradesh

Dharamshala, Shimla, Solan.

Jammu & Kashmir

Anantnag, Baramulla, Jammu, Srinagar, Udhampur.

Jharkhand

Bokaro, Dhanbad, Hazaribagh, Jamshedpur, Ranchi.

Karnataka

Belgaum, Bellary, Davanagere, Gulbarga, Hubli, Mangalore, Mysore, Shimoga, Tumkur.

Kerala

Alappuzha, Ernakulam, Kollam, Kozhikode, Malappuram, Palakkad, Thiruvananthapuram, Thrissur.

Madhya Pradesh

Balaghat, Betul, Chhindwara, Dewas, Guna, Gwalior, Indore, Jabalpur, Mandsaur, Morena, Neemuch, Ratlam, Rewa, Sagar, Satna, Shivpuri, Ujjain.

Maharashtra

Ahmednagar, Akola, Amravati, Aurangabad, Chandrapur, Dhule, Jalgaon, Kolhapur, Latur, Malegaon, Mumbai, Nagpur, Nashik, Pune, Solapur.

Odisha

Balasore, Berhampur, Bhubaneswar, Cuttack, Puri, Rourkela, Sambalpur.

Punjab

Amritsar, Bathinda, Chandigarh, Jalandhar, Ludhiana, Patiala.

Rajasthan

Ajmer, Alwar, Bikaner, Bhilwara, Jaipur, Jodhpur, Kota, Udaipur.

Tamil Nadu

Chennai, Coimbatore, Erode, Madurai, Salem, Thanjavur, Tiruchirappalli, Tirunelveli, Vellore.

Uttar Pradesh

Agra, Aligarh, Allahabad, Bareilly, Ghaziabad, Gorakhpur, Jhansi, Kanpur, Lucknow, Meerut, Moradabad, Noida, Varanasi.

West Bengal

Asansol, Bardhaman, Darjeeling, Durgapur, Haldia, Howrah, Kolkata, Siliguri.

****Domestic Travel Policy****

****1. Objective****

To provide guidelines for the reimbursement of expenses incurred during domestic travel for business or training purposes, covering travel, hotel, food, and incidentals.

****2. Eligibility and Applicability****

- Applicable to all employees on the regular rolls of the company.

****3. Roles and Responsibilities (RASCI)****

- Responsible: Individual employee
- Approver: HOD (LD/PD or above)
- Support: BHR/FMS/Accounts Department
- Exceptions: Approved by CEO/GCXO/BCM as required.

****4. Policy and Procedure****

****4.1 General Rules****

- Applicable to employees in JRL LX/PA and below.
- Tours exceeding 15 days require prior approval (up to a maximum of 30 days).
- Travel requests auto-approved if per policy; deviations forwarded to Travel Manager.
- Expense approvals:
 - One level approval for policy-compliant expenses.
 - Two-level approval for deviations.
 - Self-approval for LX/LA/M1/PA-level expenses.
- Business visits classified as "tours" if:
 - Travel is beyond 100 km from the location, or
 - Travel duration exceeds 8 hours.
- Allowance calculations:
 - Travel ending in the first half of the day or beginning in the second half: 50% of allowance.
 - Travel ending in the second half of the day or beginning in the first half: 100% of allowance.

****4.2 Hotel Stay****

- Handled by the Facility Management Services (FMS) Department.

- Twin-sharing accommodation mandatory except for JRL LB/M2/PB and above.
- Group bookings encouraged for conferences.

****Eligibility Limits:****

- ****LX/LA/M1, PA****: At actual.
- ****LB/M2, PB****: ₹10,000 (A cities), ₹8000 (B cities), ₹5000 (C cities).
- ****LC/PC****: ₹7500 (A cities), ₹5000 (B cities), ₹3500 (C cities).
- ****LD–LE, PD–PE****: ₹5000 (A cities), ₹4000 (B cities), ₹2500 (C cities).
- ****LF–LH****: ₹3500 (A cities), ₹2000 (B cities), ₹1500 (C cities).
- ****LI–LJ****: ₹1500 (A cities), ₹1000 (B/C cities).
- ****Others****: ₹1000 (A cities), ₹800 (B/C cities).

****4.3 Incidentals and Food****

- Food allowances reimbursed only if not availed at guesthouses. Limits:
 - ****LX/LA/M1, PA, LB/M2, PB****: At actual.
 - ****LC, PC****: ₹300 (A cities), ₹200 (B/C cities); Food: ₹1000 (A cities), ₹800 (B/C cities).
 - ****LD–LE, PD–PE****: ₹200 (A cities), ₹150 (B/C cities); Food: ₹700 (A cities), ₹600 (B/C cities).
 - ****LF–LH****: ₹175 (A cities), ₹125 (B/C cities); Food: ₹600 (A cities), ₹500 (B/C cities).
 - ****LI–LJ, Others****: ₹150–125 (A cities), ₹100–90 (B/C cities).

****4.4 Hardship Allowances****

- Traveling secretaries: ₹500/day (minimum 7 days/month) beyond regular limits.

****4.5 Per Diem Allowances****

- Full allowance paid if no guesthouse is available; reduced by 50% if employee opts for private arrangements.

JRL	A Cities (₹)	B & C Cities (₹)
LX/LA/M1	2500	2000
LC	2000	1500
LD–LE	1500	1200
LF–LH	1200	1000
LI–LJ	600	500
Others	400	300

****4.6 Travel****

- Mode/Class of Travel:

- ****LX–LB, PA–PB, M1–M2****: Economy Class (Air), 1st AC (Train).
- ****LC–LE, PC–PE****: Economy Class (Air), 2nd AC (Train).
- ****LF–LH****: Economy Class (Air if train travel > 20 hrs), 3rd AC (Train).
- ****LI–LJ****: Non-AC Sleeper Class (Train).
- Employees encouraged to book travel 5–7 days in advance.
- Travel managed via FMS or HR (in non-FMS locations).

****4.7 Travel Advance****

- Advance amounts:

- ****LC/PC & above****: ₹3000/day (max ₹15,000/trip).
- ****LD–LH, PD–PE****: ₹2000/day (max ₹10,000/trip).
- ****LI–LJ****: ₹1200/day (max ₹6000/trip).
- ****Others below LJ****: ₹800/day (max ₹4000/trip).

****4.8 Local Conveyance****

- Eligibility:

- ****LX/LA/M1, PA****: AC Car (Camry, Corolla, Innova).
- ****LB/M2, PB****: AC Car (Honda City, Fiesta).
- ****LC/PC****: AC Car (Indigo, Esteem).
- ****LD–LH, PD–PE****: Non-AC Car (Indica, Omni).
- ****LI–LJ****: Auto fare at actual.
- ****Others****: Public transport/bus.

****Additional Notes****

1. Policy applies to Nepal and Bhutan with adjustments.
 2. Submit travel statements within 7 days of return.
 3. List of cities classified into A, B, and C categories follows government guidelines.
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Foreign Travel Policy

1. Objective

1.1 To provide guidelines to employees for reimbursement of reasonable expenditure incurred during travel outside India on business or training. 1.2 To enable employees to travel with comfort, contributing to work effectiveness.

2. Eligibility & Applicability

2.1 All employees on regular rolls of the company in JRL LH & above, inclusive of Advisors and Consultants.

3. RASCI

Responsible: Individual

Approver: CEO/GCXO/Business Chairman

Support: BHR/FMS/Accounts Department

Inform: HOD (LD/PD or above)/HR/FMS

4. Policy & Procedure

4.1 In all cases of foreign travel, the approvals are to be routed as mentioned in the table below:

Purpose of Visit	Suggested Approval
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Business – such as export promotion, technical and/or commercial discussions, etc.	If the travel is as per AOP, CEO/GCXO to approve. If the travel is not as per AOP, BCM to approve.
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Training / Seminar / Conference	Approval by Business Chairman based on the Training Need and overall Foreign Training Policy agreed with PHR/BCM.
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4.2 HOD should exercise careful consideration before recommending travel abroad to ensure that the travel is in the business interest and also reasonableness of the duration of the stay abroad. 4.3 Travel Requests: Mail will be triggered to immediate supervisor and the travel task will flow to the HOD (LD/PD and above) and once the HOD approves then the task will flow to CEO for approval. Once CEO approves, then only it will flow to Travel Desk for Ticket Booking. In case the International Travel Expense exceeds the eligibility, when the employee submits the task will flow to HOD (LD/PD and above) for approval and once approved, it will flow to CEO and after CEO approves it will flow to accounts for verification. 4.4 Travel Expense: One level approval (Minimum at LD/PD Level) when it is as per policy. In case of deviation, second level approval is required. 4.5 For LX/LA/PA, TR and TE would be self-approved. 4.6 Any alteration, i.e., extension of employee's stay beyond the original sanctioned duration or if a visit is to be cut short at a particular location and undertaking training program at another location, also need prior approval of the CEO. 4.7 On return from the training, the participant shall share their learnings with their HOD and team members by giving a presentation on the same, within five working days from return. The presentation will cover program contents, learning and recommendations for the business. A hard copy of the report should be submitted to MDC, covering places of visit, companies visited, persons met, and outcome of the discussions, recommendations and way forward.

5. Travel, Accommodation and Other Eligibility Limits

Class of Travel

LX to LB and PA to PB: Beyond 2 Hrs by Business Class, Up to 2 Hrs by Economy Class.

LC/PC: Economy Class by Air.

LD to LH and PD to PE: Economy Class by Air.

Travel, Accommodation, Visa & RBI Formalities

5.1 Travel, Accommodation, Visa & RBI formalities will be done by respective Secretaries of the Department with the assistance of HR, FMS and travel desk. 5.2 Expenses towards Passport, Visa, and similar statutory expenses or taxes, etc. will be reimbursed at actual. 5.3 The travel should be undertaken by the shortest route. 5.4 BCM/M1/M2 are advised to ensure that Associates and Assistants travelling, if any, along with them travel by their entitled class and refrain from travelling by business class.

Eligibility for Foreign Travel

Group A (North America; Japan; Europe; Hong Kong)

JRL	Accommodation (USD)	Food Expenses (USD)	Incidental Expenses (USD)
Business Chairman	At Actuals	At Actuals	At Actuals
LX/LA/PA	205	70	45
LB/PB	200	65	35
LC/PC & below	180	60	35

Group B (South East Asia; China; Latin American countries; South Africa; Australia, Bangladesh & other countries)

JRL	Accommodation (USD)	Food Expenses (USD)	Incidental Expenses (USD)
Business Chairman	At Actuals	At Actuals	At Actuals
LX/LA/PA	165	55	35
LB/PB	160	50	30

JRL	Accommodation (USD)	Food Expenses (USD)	Incidental Expenses (USD)
LC/PC & below	150	50	30

Notes:

- Group B will be 80% of Group A.
- Food expenses do not include alcoholic drinks.
- Only 50% of eligible food and incidental expenses can be claimed without bills.
- Accommodation expenses are payable only against bills.
- In case guest house is not available and hotel expenses are more than the specified eligibility limit, prior approval from CEO/CXO/BCM can be taken and amount can be reimbursed on production of bills.

Additional Points:

- **Per Diem Allowance:**
 - If an employee makes their own arrangement for stay, they will be eligible for a per diem allowance of USD 100 per day for stay.
 - The incidental expenses will be at USD 10 per day.
 - The above rates are exclusive of any tax.

This table outlines the specific allowances for accommodation, food, and incidental expenses based on the employee's job responsibility level (JRL) and the region of travel. If you need further details or have any other questions, feel free to ask!

Only 50% of eligible food and incidental expenses can be claimed without bills.

Accommodation expenses are payable only against bills.

In case guest house is not available and hotel expenses are more than the specified eligibility limit, prior approval from CEO/CXO/BCM can be taken and amount can be reimbursed on production of bills.

Per Diem Allowance

In case employee makes their own arrangement for stay, they will be eligible for per diem allowance @ USD 100 per day for stay.

The incidental expenses will be at USD 10 per day.

(The above rates are exclusive of any tax)

5.7 The Accounts Department, as per eligibility limits for the number of days travel approved, will release foreign exchange. The total amount of exchange to be released shall be as per regulations of RBI in force from time to time. 5.8 For air travel abroad from one location to another, air tickets will be arranged in India as foreign exchange is not to be used for this purpose. For surface travel by train, etc., foreign exchange will be released based on actual requirements (other than local transport which is covered in the per day allowance). Claims for surface travel expenses are to be supported by bills.

Kit Allowance

A kit allowance will be paid to the employees visiting abroad for the first time, for equipping themselves with extra clothing, etc. The eligibility limit is given below:

JRL LC/PC & above: ₹10,000

JRL LD/PD & below: ₹5,000

Employees will not be eligible for kit allowance for repeat visits undertaken within two years from the date of last claim.

The employee, who travels abroad, can purchase as per their eligibility and produce the bill for claiming the amount, by attaching the approval of their travel plan from the Business Chairman. All claims for Kit Allowance shall be routed through Business HR only.

Entertainment Expenses

Based on the business needs, foreign exchange will be provided towards entertainment expenses. Such expenses should have the approval of Business Chairman based on the recommendation of HOD and HR Department. Entertainment expenses are to be fully supported by bills.

Medical Insurance

It is compulsory to take overseas Mediclaim insurance for all employees traveling abroad. FMS Department is responsible for the same.

Additional Provisions

5.12 In addition to the above, local conveyance expenses supported by tickets/vouchers will be reimbursed. 5.13 The boarding expenses will be given for days excluding the days covered in the course of the journey. 5.14 For travel within India, eligibility limits towards lodging, daily allowance, local transport, etc. shall be governed by the domestic travel policy. 5.15 Payments towards incidental expenses will follow the same principle as Domestic Travel Policy. Telephone expenses incurred for official purpose will be reimbursed at actual supported by bills and on certification of employee. 5.16 Unspent Foreign exchange if any has to be returned to the Company and the travel statement should be submitted within one week of the return of the travel. Non-refunding of Foreign exchange within stipulated time will be viewed seriously. In addition, a report containing the purpose of the visit and the results achieved shall also be submitted to the HOD.

6. Addendum to the Foreign Travel Policy

The following provisions will be applicable for GHB Member's personal staff, on their official travel to Dubai, exceeding 20 days.

Incidental Expenses

6.1.1 PAs, Trainers, Consultants, Doctors and those who are in similar positions accompanying GHB members will be eligible for incidental expenses up to a maximum of ₹600 per day. 6.1.2 Office boys, Cooks and those who are in similar positions accompanying GHB members will be eligible for incidental expenses up to a maximum of ₹150 per day. 6.1.3 For official travels to Dubai, which are of less than or equal to 20 days duration, incidental expenses, as per the GMR Policy on International Travel will be applicable. Note: Incidental expenses shall be limited to ₹250/day for the Nursing staff (who are on outsourced role) accompanying GHB members.

Food Expenses

6.2.1 These employees will not be eligible for claiming food expenses, with or without bills, in case the food has been provided to them in the Guest house or by the Company. 6.2.2 In case the employees have not availed the food facility at the guest house or provided by the company, the food expenses can be claimed only with the supporting bills, duly approved by the competent authority. For other locations, the current international travel policy provisions will continue to be applicable.

Title: Grooming and Dress Code Policy

Category: Grooming and Dress Code Policy

Policy:

1. PURPOSE

The guidelines have been developed in order to foster a professional environment in GMR Group and to present an image of the Group consistent with its values and culture.

2. SCOPE

Policy shall be applicable for all employees in GMR Group including subsidiary companies, JVs, employees on third party rolls and extended workforce.

3. POLICY & PROCEDURE

3.1 All employees are to strictly adhere to the Grooming and Dress Code and maintain consistent professional appearance and attire at all times.

3.2 All employees shall maintain good personal hygiene in good condition and must present a professional image at all times.

3.3 When in office or in business engagements outside office, following is expected: Business formals; either Indian or western formals only.

3.3.1 Men Employees:

i) Dress Code: Formal collared shirt and formal trouser preferably shirts in plain/ thin stripe. Footwear matching the above.

ii) While representing GMR in conferences or meeting senior business/ government officials, a tie should be worn in summers and a formal suit with tie should be worn in winters.

iii) Not to be Worn: T-shirt, jeans, shorts / knickers, bermuda pants, capris, sando tops, gym/sportswear, tight / body hugging clothes, printed, political slogans, picture or art depicting drugs, alcohol, smoking, weapons, violence, or that is obscene or disrespectful or having sexual connotations. Flipflops/chappals /sports shoes are not to be worn at the workplace or any other place where you represent GMR Group.

iv) Male employees should be well groomed and in clean shave at all times when at work. If an employee wants to maintain beard, it should be neat & clean and presentable at all times.

3.3.2 Women Employees:

- i) Dress Code: Formal Indian or western wear. Indian wear would be formal sarees, suits and kurtis. Western wear would be formal trousers and collared shirts/ tops and below knee length skirts. Footwear matching the above with subtle and minimal accessories.
- ii) While representing GMR in conferences or meeting senior business/ government officials to be in formal sarees or business suits.
- iii) Not to be Worn: Tops & blouses that are transparent, sleeveless, deep neck, backless or have spaghetti straps, skirts above the knees/ mini-skirts, shorts, bermuda pants, jeans/ low waste jeans, capris, gym/sportswear, tight / body hugging clothes, printed, political slogans, picture or art depicting drugs, alcohol, smoking, weapons, violence, or that is obscene or disrespectful or having sexual connotations.
Flip-flops and excessive visible body piercing are not to be worn at the workplace or any other place where you represent GMR Group.
- iv) Women employees to be well groomed and maintain high standards of hygiene.

3.3.3 Employees can choose to wear smart casuals (including collared t-shirts) with matching footwear on Saturdays and on festive days, one can choose ethnic which is not too flashy or loud.

4 Disciplinary actions on non-adherence:

Failure to adhere to this policy shall result in appropriate action as deemed by the management and accordingly disciplinary action including a letter of reprimand.

5. R A S C I

- A. Responsible: Individual
 - B. Approver: GHB / HR Committee
 - C. Support: Business HRs / CHROs
 - D. Consult: COE-TA&TM
 - E. Inform: President HR
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Here is the detailed content from the "International Assignment" policy document:

International Assignment Policy

1. Objective

1.1 To provide a framework that will govern the relocation, compensation, benefit, and support decisions with regard to GMR Group employees who are deputed or posted on assignment globally. 1.2 To provide clarity to various stakeholders on the terms and conditions of service during international assignment and adequately support employees who are on a business-related assignment in a foreign country.

2. Definitions

2.1 Home Country: Country of origin, to which the employee legally belongs; citizen of that country.

2.2 Host Country: Foreign country in which the employee is employed/posted on work; not a citizen of that country.

2.3 International Assignment: Posting in a Host country for a defined period of time.

2.4 International Assignee: An employee or member of one GMR company who, for business reasons, is assigned to the same or another GMR company or a JV Company or an SPV in a foreign country for a defined period of time.

2.5 International Assignment Contract (IAC): A written agreement, subject to a valid employment relationship between the company in Home Country and the Assignee, that specifies the terms and conditions that apply during the international assignment. The IAC always refers to the International Assignment Policy for International Assignees, and appropriate Host Country Policies where applicable.

2.6 Short Term Assignment: Posting in a foreign country for a period ranging from 45 to 180 days; Duration up to 45 days will be covered by the terms of Foreign Travel Policy.

2.7 Long Term Assignment: Posting in a foreign country beyond 180 days.

2.8 Average Annual Exchange Rate: Average of home country currency exchange rate over pre-defined 12 month period.

2.9 Base Rate: Value of host country currency on a given date.

2.10 Exchange Rate Variation (ERV): Difference between exchange rate of any 2 currencies owing to economic volatility, calculated by deducting Average Annual Exchange Rate from Base rate.

2.11 Split Pay: CTC divided and paid in Home country and Host country currency.

2.12 Accompanied: Employee with spouse, dependent children, and dependent parents.

2.13 Unaccompanied: Employee without spouse, dependent children, and dependent parents. **2.14 Full and Final Settlement:** Settlement of all outstanding payments and dues from or to the Assignee, including but not limited to, leave encashment, loan closure (if any), suspension of Provident Fund contributions, Superannuation, and termination of Pernr in SAP HCM.

3. Eligibility & Applicability

3.1 All regular employees of GMR Group companies including Principal Associates, sent on International Assignment are eligible.

3.2 The duration of the international assignment will depend on business needs and will be determined by the Company; Anticipated length of assignment will be stated in the Letter of Assignment.

3.3 All Short Term Assignments are to be considered “unaccompanied.” Any request for accompanied status will be considered as an exception to the policy and appropriate approvals, as per RASCI will be required, prior to start of the assignment.

3.4 Where the overall continuous duration of the assignment exceeds 180 days in the previous 12 months, Company reserves the right to move the Assignee under Long Term Assignment guidelines and re-work/re-adjust the benefits.

3.5 This policy establishes the terms and conditions of international assignment, in conjunction with GMR Group HR Policies, unless prohibited by law at the Host country.

4. Employment Status

4.1 Continuity of Service: There will be no impact on continuity of service in the GMR Group owing to Short Term or Long Term Assignment.

4.2 Current Assignment Closure: Only in case of Long Term Assignment, prior to the commencement of the assignment, full & final settlement in the current role will be completed in the Home country; Assignee will not be officially taken on the rolls of new company in Host country unless the F&F in the earlier company in Home country is completed.

4.3 Social Security: Provident Fund (PF) account in Home country (India) will remain under suspension, with no contribution, while the assignee is on Long Term Assignment; Upon repatriation to Home Country, the same PF account will be reactivated for contributions.

4.4 Performance Management: Irrespective of the nature of international assignment (short or long term), the assignee will be governed by the Group's Performance Management Policy and Process, applicable to all companies; In case local laws of the Host country stipulate separate performance assessment period, evaluation criteria, bonus or related pay schemes, the same will take precedence and will be suitably incorporated in the IAC.

5. Pre-Assignment

5.1 Pre-Departure

5.1.1 Immigration and Travel Documents: The company is responsible for assisting the assignee, (accompanied or unaccompanied, where approved or applicable) in obtaining proper documentation (visa, work permit, residence permit etc. but excluding passport) prior to start of the assignment. The immigration process will begin as soon as the assignment is approved and communicated. Travel plans will be made only when all necessary documentation is complete. The assignee is responsible for maintaining valid immigration and travel documents for the duration of the assignment; Long Term Assignment will not commence till valid work permit is obtained in the Host country.

5.1.2 Medical Examination and Health Insurance: The assignee needs to undergo a physical examination and receive all necessary vaccinations in the Home country prior to start of the assignment. The company will pay directly, any reasonable fees for the assignee not covered by the assignee's health insurance. However, the cost of Health insurance and medical examination will have to be borne by the assignee in case of dependents who accompany the assignee. If results of the examination indicate that the assignee, spouse or an accompanying dependent is not suited for the assignment, the company may, at its discretion, defer or cancel the assignment.

5.1.3 International Assignment Contract: The Assignee will be provided with an IAC outlining the terms and conditions. The assignee is expected to remit a signed copy of IAC agreeing to the terms and conditions of assignment and company policy. Draft IAC is provided at Annexure - A. **5.1.4 Compensation & Benefits:** The IAC will contain the details of compensation and benefits, outlined in accordance with the below guidelines:

5.1.4.1 Short Term Assignment: a. Compensation of Home country will be applicable, including the social security and retiral benefits. b. Tax laws of Home

country will be applicable. c. All GMR Group HR policies will be applicable, including Leave and Performance Management. d. Due to the temporary nature of short term assignments, the company encourages assignees to retain their Home country residences while on assignment; Company will not reimburse any costs for home maintenance, home sale assistance or loss on the sale of a home.

5.1.4.2 Long Term Assignment: a. CTC will be finalized in Host country currency, and salary will be payable in Host country currency. b. The position of the assignee in the Host country will be pegged as per local talent market and compensation standards determined accordingly, including cost of living allowance (COLA) encompassing accommodation, local transport, children's education etc.; Hardship allowance or international assignment incentive, if any, will also be built into the Host country CTC. c. Assignee will be awarded annual increments on the CTC, linked to the inflation of Host country. d. CTC will be structured in keeping with the practices, laws and statutes of the Host country. e. Under compelling reasons, if assignee presents a justifiable case to repatriate part of his Host country salary to Home country currency, Company may decide to split pay and adjust that part of the Host country salary into Home country currency; Such split pay at most will be permissible in range from 100:0 to 70:30 (Host Country Currency : Home Country Currency). f. Assignee will need to confirm split pay ratio while signing and returning the IAC prior to the commencement of assignment. g. ERV, if any, will be adjusted annually on 1 Jul. h. Basis of such ERV adjustment will be Average Annual Exchange Rate of Home country currency against Host country currency rate, as on 1 Jul every year. i. ERV up to +/-3% will not be open for adjustment; any variation beyond +/- 3% only will be adjusted. j. Tax on the income earned in Host country will be determined in accordance with the Income Tax Act and residential status in the financial/taxable year of Host country; In the event where assignee has to spend more time in Home country, as a result of which assignee becomes liable for tax in Home and Host country, the Company will ensure that assignee is not subjected to double taxation in Home and Host country, provided there is Double Taxation Avoidance Agreement (DTAA) between the two countries, and the terms of the same are applicable to the assignee. In case there is no DTAA between the Home and the Host countries, company will pay the income tax in Home country, and the Host country tax will be borne by the assignee.

5.1.5 Cultural Training: The Company may provide at its discretion the services of a cultural consultant or an on-line course to familiarize the assignee (including family members if on accompanied status) with the Host country's social and business culture, including the list of 'Do's and Don't's', local laws and customs, societal norms and protocol etc.

Here are sections 6 to 11 from the "International Assignment" policy document:

6. On Assignment

6.1 Short Term Assignment

6.1.1 Accommodation & Food

6.1.1.1 The company will provide accommodation in a guesthouse or a hotel.

6.1.1.2 If the guesthouse has food arrangements, no daily food allowance will be payable; however, if the Company is not able to provide food in the guesthouse, daily food allowance, as indicated in the table below, will be payable.

6.1.2 Other Expenses

6.1.2.1 A daily fixed amount towards local conveyance, incidental and telephone expenses will be applicable as indicated in the table below. These amounts will be common to all countries.

Group	JRL	Accommodation	Food (USD)	Conveyance + Phone (USD)	Incidental (USD)	Food (USD)	Conveyance + Phone (USD)	Incidental (USD)
			Group A (North America; Europe; Japan; South Korea; Hong Kong)	Group B (South East Asia; China; Middle East; Latin America; Africa; Australia, Bangladesh & other countries)				
LB/P B & above	Company paid	50	15	20	40	10	15	

Group	JRL	Accommodation	Food (USD)	Conveyance + Phone (USD)	Incidental (USD)	Food (USD)	Conveyance + Phone (USD)	Incidental (USD)
LC/P								
C & below	Company paid	50	10	15	40	5	10	
w								

All figures are in USD

6.1.2.2 Assignees are expected and encouraged to use public transport services for local conveyance.

6.1.3 Leave

The assignee will remain on Home country leave program or the scheme that takes legal precedence in the Host country; where an assignee is under the leave program of Host country, assignee shall not earn any leave in the Home country for the period of assignment; there shall be no carry forward of leave from Host country to Home country.

6.1.4 Holidays

The assignee will be governed by the holidays of the Host Country.

6.1.5 Home Leave

In case the Short Term Assignment of the assignee goes beyond 180 days originally planned, assignee may be allowed to visit her/his family once in six months, at the discretion of HOD with prior approval of the CEO/GCXO; This exception shall be made only in case of unaccompanied assignments. At any given point of time, the maximum number of home leave allowed (inclusive of travel) shall not exceed 5 working days. The above duration of 5 working days will be treated as "official tour" but the entitlements towards food, incidental, conveyance and phone etc. in Host country will not be applicable.

6.1.6 Emergency/Compassionate Leave

In the event an immediate family member falls seriously ill or passes away, the company will provide 5 working days of leave and cover round-trip economy class airfares to the Home country for the assignee based on the discretion of HOD with approval of the CEO/GCXO. During the duration of Emergency / Compassionate Leave, including the travel time, entitlements towards food, incidental, conveyance and phone etc. in Host country will not be applicable.

6.1.7 Civil Disturbance/Evacuation

As decided by the company, in the event of civil, political, environmental, or other disturbances in the Host country, the company will cover the cost of return airfare to the Home country.

6.1.8 Death during Assignment

In the unfortunate and unlikely event of death of the assignee or accompanying family member on assignment, the company will provide for the preparation and transportation of the body to the Home country.

6.1.9 Dual Career Assignments

Short Term Assignments are unaccompanied; if for business reasons the assignee's spouse or partner should be offered an assignment, the company reserves the right to establish the terms and conditions of such dual assignment.

6.1.10 Re-classification

Depending on the business exigencies, the Company can re-classify a Short Term Assignment to a Long Term Assignment at any time, starting from day one of the Short Term Assignment.

6.2 Long Term Assignment

6.2.1 Temporary Stay

For the period of 14 working days upon arrival in the Host country, the Company will provide accommodation to the assignee to settle down and acclimatize.

6.2.2 Destination Services

During this period, the Company may engage a destination services provider to assist assignee for a maximum of five days with house hunting, community orientation, setting up bank account and other personal matters. The cost of destination service for five days will be borne by the Company.

6.2.3 Accommodation

6.2.3.1 Assignee will identify and finalize the accommodation for stay at his expense.

6.2.3.2 In case needed, the Company may facilitate by signing the Company Lease Agreement for accommodation, rental for which will be payable by the assignee.

6.2.3.3 If the assignee is on an unaccompanied status in the Host country, and decides to stay in Company guesthouse with due approvals, the expenses towards accommodation and food will be adjusted from the CTC.

6.2.4 Compensation

The terms of compensation in IAC will be in accordance with the clause 5.1.4.2 of this policy.

6.2.5 Social Security

During the period of assignment, the assignee will participate in the Host country social security scheme, unless it is legally exempted in the Host country to participate in the Host country social security scheme.

6.2.6 Outside Income

The assignee is responsible for all tax liabilities associated with non-company sourced income, including (but not limited to) interest income, dividends, capital gains, rent and royalty income, and spouse earned income.

6.2.7 Health Care

To the extent possible, the assignee will continue to participate in the Home country health care and insurance plan; if this is not possible, the Company will assist the assignee in obtaining a private health care insurance for self in the Host country. The cost of health care insurance for spouse and dependents will be borne by the assignee.

6.2.8 Dual Career Assignments

If for business reasons the assignee's spouse or partner should be offered an assignment, the company reserves the right to establish the terms and conditions of such dual assignment.

6.2.9 Holidays

The assignee will be governed by the holidays of the Host country, as determined by HR in accordance with the local laws.

6.2.10 Leave

The assignee will be governed by the leave policy of the Host Country company, determined by HR in accordance with the local laws. Assignee will not be permitted to carry forward any balance leave to Home country.

6.2.11 Joining Leave

Upon arriving in Host country, the assignee will be granted 3 days of joining leave at the Host country, to enable him to acclimatize and settle down. This leave is to be availed within one month of shifting to Host country.

6.2.12 Home Leave

Assignee will be allowed to travel to Home country once a year, at Company's expense, in accordance with the Foreign Travel Policy, with prior approval of HOD and CEO/GCXO, and under information to HR. Assignee will apply leave at Host country for the duration of this travel. Company will only bear air travel cost as per Foreign Travel Policy, all other expenses at the Host or Home country will be borne by the Assignee.

6.2.13 Emergency/Compassionate Leave

In the event an immediate family member falls seriously ill or passes away, the company will provide 5 working days of leave and cover round-trip economy class airfares to the Home country for the assignee based on the discretion of HOD with approval of the CEO/GCXO.

6.2.14 Civil Disturbance/Evacuation

As decided by the company, in the event of civil, political, environmental, or other disturbances in the Host country, the company will cover the cost of return airfare to the Home country.

6.2.15 Death during Assignment

In the unlikely event of death of the assignee or accompanying family member on assignment, the company will provide for the preparation and transportation of the body to the Home country.

7. Post Assignment

7.1 International Assignment Closure

7.1.1 Upon completion of the assignment or depending on business exigencies, the assignee will be intimated about the closure or foreclosure of IAC.

7.1.2 Only in case of Long Term Assignment, prior to relocation to Home country, full & final settlement in the Host country will be completed; there will be no carry forward of liabilities of any nature whatsoever, from international assignment to the Home country.

7.2 Relocation

7.2.1 Immigration and Travel Documents: The company is responsible for assisting the assignee, (accompanied or unaccompanied, as the case may be) in obtaining proper documentation, except passport, prior to closure of the assignment. The immigration process will begin as soon as the assignment closure is approved and communicated. Travel plans will be made only when all necessary documentation is complete. The assignee is responsible for maintaining valid immigration and travel documents for return to Home country.

Here is the continuation of the "International Assignment" policy document from section 7.2 onwards:

7.2 Relocation (continued)

7.2.3 **Shipment/Storage of Household Goods:** The entitlement towards shipment will be the same as mentioned in clause 5.1.6.

7.2.4 **Transfer & Relocation Policy:** On relocation to Home Country, the assignee will be governed by the various clauses under Transfer & Relocation policy except for the following:

- 7.2.4.1 Packing, Freight and Insurance
- 7.2.4.2 Transportation of vehicle

7.3 Repatriation and Localization

7.3.1 **Role:** HR will facilitate in identifying the local position in Home country prior to assignee's repatriation.

7.3.2 **Fitment:** Assignee will be absorbed in Home country job-grade and compensation fitment in keeping with the peer group comparison, and based on the extrapolated computation aligned to applicable PMP ratings, assuming they had continued in the Home country during the period of international assignment.

7.3.3 **Appointment Letter:** A fresh appointment letter will be issued to the assignee for the new role with applicable employment terms in Home country.

7.3.4 **Social Security:** Provident Fund (PF) account will be reactivated for contributions. Gratuity computation will take into account the international assignment period.

8. Sequential Assignments

8.1 A Long-Term assignment in a Host country directly following a previous Long Term assignment in a different Host country is treated as a sequential assignment; in other words, in case there is a change of international location, a new IAC is required to be drafted by HR for sign-off by the assignee.

8.2 In all other cases, when a Short-Term Assignment is converted to a Long Term Assignment, the terms applicable to Long Term Assignment, as mentioned in this policy document, will become applicable from the date of commencement of Long Term Assignment.

9. Termination

9.1 Involuntary

9.1.1 **With Cause:** When an assignee is involved in misconduct, the case will be dealt according to the Home or Host country rules that take legal precedence. In such cases, the Company will provide return airfare and goods shipment for the assignee (including for accompanied status). The assignee will not receive any additional allowances or benefits mentioned herein.

9.1.2 **Without Cause:** In case the role of the assignee ceases to exist for any reason, the Company will repatriate the assignee (including for accompanied status) according to clause 7 of this policy. Such employees will be transitioned to Home country roles.

9.2 Voluntary

9.2.1 The company will not provide return airfare and goods shipment for an assignee who resigns during the period of assignment. Assignee will also not receive any additional allowances or benefits mentioned herein.

10. RASCI

PB and above

Item	Responsible	Approval	Support	Consult	Inform
Approval for accompanied status	CHR	CEO, BCM	BHR	PHR	F&A
Extension of engagement	HOD	CEO, BCM	BHR	PHR	CHR, F&A
Re-categorization under long term assignment	HOD	CEO, BCM	BHR	PHR	CHR, F&A
Approval of excess baggage	BHR	HOD, CEO, BCM	F&A	PHR	CHR
Approval of Home Leave after 6 months	Employee	HOD, CEO, BCM	Fin / BHR	PHR	CHR/Fin

LC & Below

Item	Responsible	Approval	Support	Consult	Inform
Approval for accompanied status	BHR	HOD, CEO, GCXO	CHR	PHR	F&A
Extension of engagement	HOD	CEO, GCXO	BHR	PHR	CHR, F&A
Re-categorization under long term assignment	HOD	CEO, GCXO	BHR	PHR	CHR, F&A
Approval of excess baggage	BHR	HOD, CEO	F&A	PHR	
Approval of Home Leave after 6 months	Employee	HOD, CEO	Fin / BHR	PHR	BHR/Fin

11. Other Terms and Conditions

11.1 To ensure that assignee's compensation and benefits remain competitive with market practice, the company will periodically review the provisions outlined in this policy.

11.2 In case there is a legal clearance or NOC requirement from a Host country for engaging foreign nationals, the respective businesses would be required to obtain such NOC.

11.3 Assignee will be personally liable for any legal liability arising out of violation of the laws of the Host country.

11.4 Assignee shall not take up any gainful employment or engagement in the Host country without express written permission from the CEO / GCXO.

11.5 In case of any conflict between the provisions of the IAC and the International Assignment Policy, the company reserves the right to interpret or modify such provisions to protect the interest of the organization.

11.6 Corporate Human Resources is responsible for interpretation of this Policy. Hence all questions and exception requests pertaining to this policy should be directed to this group for approval as per RASCI.

11.7 The company reserves the right to modify or withdraw this policy at any time.

Here is the detailed content from the "Leave Policy" document:

Leave Policy

1. Objective

To provide guidelines for different leave types available and their entitlements, including Casual Leave, Sick Leave, Privilege Leave, Maternity Leave, Miscarriage Leave, Paternity Leave, Leave Without Pay, Compensatory Off, and Extraordinary Leave.

2. Eligibility & Applicability

2.1 All employees on regular rolls of the Company.

2.2 Leave Policy will not be applicable to those covered or governed by other agreements and/or settlements.

3. RASCI

- **Responsible:** Individual
- **Approver:** Reporting Manager
- **Inform:** SSC-WFA (through Workflow)

4. Policy & Procedure

4.1 For the purpose of leave, “year” shall mean the calendar year commencing from 1st January and ending on 31st December.

4.2 The applicable Casual Leave, Sick Leave, and Privilege Leave shall be credited in advance on 1st January of every year. The quantum of Leaves so credited would be to the extent the employees are expected to earn during the period commencing from the date on which the leave is credited.

4.3 In case of new employees who join during the year, leave shall be calculated and credited on a pro-rata basis for the balance part of the year and shall be credited on the date of joining.

4.4 All leaves must be applied in the Leave Management section of the online employee portal – Navyata. Approval shall be taken before proceeding on leave. Employees not able to access Navyata should apply for Leave in Annexure-1.

4.5 However, in case of emergency, if prior sanction cannot be obtained, the respective HODs should be kept informed; sanction must be obtained immediately after resuming duty. HOD should inform HR Department about the same, through an email.

4.6 All leave information/attendance regularization should be updated in the system on or before the 18th of every month.

4.7 For claiming tax exemption on LTA, employees should avail continuous 5 working days of Privilege Leave in a year.

4.8 All Leaves are required to be mandatorily approved by the reporting manager. Leave approvals are at the discretion of the reporting manager.

4.9 All leaves/Absences/Miss punch has to be regularized within 7 days from the date of absence/miss punch.

5. Entitlement & Procedure for Availing Leave

5.1 Casual Leave (CL)

5.1.1 All employees are eligible for 12 working days of CL in a calendar year.

5.1.2 Employees can avail CL for half a day.

5.1.3 Prefixing or Sufficing to intervening holidays (National/Festival)/Weekly Off is permissible.

5.1.4 CL can be availed at a stretch and can be clubbed along with other Leave types like Sick Leave, Privilege Leave, etc.

5.1.5 Un-availed CLs will automatically lapse at the end of the Calendar Year.

5.2 Sick Leave (SL)

5.2.1 All Employees are eligible for 6 days of sick leave in a year including Consultants/Advisors.

5.2.2 Proof of sickness (Certificate from a Registered Medical Practitioner) should be produced for absence exceeding 2 days.

5.2.3 Employees can avail SL for half a day.

5.2.4 Sick leave can be accumulated without any limit and shall lapse when the employee retires, resigns, or is terminated.

5.2.5 Sick leave cannot be encashed, but can be carried forward to the subsequent

year and will lapse on cessation of employment.

5.2.6 If all Sick Leaves have been exhausted, PL/CL can be adjusted against leave taken due to sickness, at the employee's request.

5.3 Privilege Leave (PL)

5.3.1 All employees on regular rolls are eligible for 24 working days of PL in a year.

5.3.2 Employees on probation are also entitled to PL.

5.3.3 Trainees are not entitled to Privilege Leave.

5.3.4 Employees can avail a minimum of one day PL only.

5.3.5 Prefixing and suffixing to intervening holidays and weekly offs is allowed.

5.3.6 Employees wishing to proceed on PLs for more than 5 days should get their leave approved from the HOD at least 5 days in advance.

5.3.7 The entitled PLs can be utilized by an employee in one go. In case they leave the Company, the amount of leave not accrued by then but availed by the employee, shall be adjusted against the Full and Final Settlement.

5.3.8 PL can be accumulated to a maximum of 90 days. Leaves over and above this limit will lapse automatically. This will be effective 31st Dec 2019.

5.3.9 For tenured employees who have more than 90 leaves as on 31st Dec 2019, the leaves in excess of 90 will be kept in a separate PL Bank up to a maximum of 90. Encashment at the time of separation/superannuation shall be done on the total frozen PLs as on 31st Dec 2019. However, encashment will be on the last drawn basic salary at the time of separation/superannuation.

5.3.10 Employees will not be allowed to avail PLs in the PL Bank. However, if all the other leaves are exhausted, leaves in PL Bank can be availed with approval from HOD in case of critical illness, accident while on work or while coming to office, surgery, etc.

5.3.11 Any un-availed leaves will carry-forward to the subsequent year, up to a maximum accumulation limit of 90 Days. This will be effective 22nd Dec 2023.

5.3.12 Accumulated Privilege Leave can be encashed subject to Tax and other statutory deductions at the time of separation. Basic monthly salary will be reckoned for calculation of leave encashment.

5.3.13 Employees are encouraged to take PL every year, with their manager's approval and planned in advance, so that it does not interfere with their office operations.

5.4 Maternity Leave (As per the Maternity Benefit Act)

5.4.1 Female employees on regular rolls of the Company are eligible for Maternity leave, provided they have worked with the Company for a minimum of 80 days in the twelve months immediately preceding the date of expected delivery.

5.4.2 Female Employees on Probation can also avail maternity leave provided they had served the Company for a minimum of 80 days before applying for Maternity Leave.

5.4.3 Maternity leave benefit shall be applicable to an employee for the first two confinements and first two miscarriages only. In case of miscarriage, a maximum of 6 weeks leave is only allowed.

5.4.4 The maximum period for which any Female Employees can avail Maternity

benefit will be 26 weeks of which not more than 8 weeks shall precede the date of her expected delivery. Provided further that the maximum period entitled to maternity benefit by a female employee having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of expected delivery. The leaves can be availed as per the above guidelines or at a stretch as per the convenience and choice of the employee and the above period shall be inclusive of weekly offs and holidays.

5.4.5 Maternity leave for adoptive and commissioning mothers: 12 weeks of Maternity leave may be availed by any female employee who:

- 5.4.5.1 Legally adopts a child below three months of age; or
 - 5.4.5.2 Is a commissioning mother
- 5.4.6 In order to avail this benefit, the applicant has to inform the HOD at least 8 weeks prior to proceeding on leave and enclose a Certificate from the Medical Practitioner in support, with the leave application.
- 5.4.7 In lieu of un-availed Maternity Leave, no claim for payment can be made.
- 5.4.8 Maternity leave is in addition to other leave facilities of the Company.
- 5.4.9 This Policy will be effective from 1st March 2017 and shall cover all the employees currently availing maternity leave.
- 5.4.10 Female employees covered under the ESI act shall be eligible for maternity benefit as per the amendment to the ESI act dated 20th Jan 2017.

5.5 Paternity Leave

5.5.1 All the married Male employees on regular rolls of the Company are eligible for Paternity Leave.

5.5.2 Paternity Leave shall be allowed for a period of 3 working days at a stretch during the confinement of his spouse subject to a maximum of 2 occasions.

5.5.3 In order to avail this benefit, the applicant has to inform the HOD prior to proceeding on Paternity Leave and the leave application should be supported by a certificate from the medical practitioner with regard to the confinement of his spouse.

5.5.4 Paternity Leave will be in addition to other leave facilities of the Company.

5.5.5 Paternity Leave application form has to be filled-in and submitted to HR Department after obtaining necessary approval of the HOD. Paternity leave can be clubbed with all the other Leave types.

5.6 Extra Ordinary Leave (EOL)

5.6.1 An employee is eligible for Extra Ordinary Leave (EOL) with pay for not more than 180 days during the entire period of service. Such leave can be availed only in case of some extraordinary circumstances like accident while coming to office, critical sickness, operations, etc., which takes time for recovery. An employee can avail EOL with recommendation of HOD / HR and approval from CEO, if there is no other leave to their credit. Frozen PLs for tenured employees, if available, have to be consumed before applying for EOL.

5.6.2 EOL application shall be routed through Head HR.

5.6.3 It shall not be treated as break of service in case an employee avails EOL.

5.7 Leave Without Pay (LWP)

5.7.1 If an employee has exhausted all types of leave, they may be allowed to take leave without pay up to a maximum of 90 days in a year (i.e., 90 calendar days inclusive of all holidays/Sundays), subject to the approval/discretion of HOD and HR Department. HOD and HR Department will look into the reasons for availing such leave.

5.7.2 It shall not be treated as break of service in case an employee avails LWP.

5.8 Compensatory Off (C-Off)

5.8.1 If an employee works for a full day on weekly off/rest day which is not a national holiday (although it may be paid/closed holiday) they shall be allowed one day's compensatory off in lieu of this extra one day/shift work.

5.8.2 If an employee works for a full day on any of the National and Festival Holidays they will be allowed one day compensatory off in lieu of this extra one day/shift work.

5.8.3 Compensatory off shall have to be availed within the same calendar year following the day in which it is accrued. Else it will lapse.

5.8.4 Comp off portlet is available in SF Navyata -> Employee profile where employee first applies Comp Off with the dates where they have worked. RM shall approve the same.

5.8.5 Comp Off once approved, respective balance will be inserted in the Comp Off leave Account via integration.

5.8.6 Employee can apply the comp off leave once balance is available.

5.9 Trainees/Graduate Engineer Trainees/Management Trainees

5.9.1 Trainees are eligible only for Casual Leave of 12 days p.a. only. No other leave is applicable to them. They can avail it at a stretch, but the total absence from duty cannot be more than 10 days including intervening holidays.

5.9.2 Trainees, once confirmed, will be eligible for all Leave types for the calendar year on a pro-rated basis from the day of confirmation.

FAQs

Q1: Can an employee utilize accumulated sick leave in lieu of Notice Period during separation?

A1: Sick Leave cannot be utilized in lieu of notice period; either they have to be utilized or else the accumulated sick leave will get lapsed.

Q2: Is leave policy/encashment applicable to Principal Associates?

A2: Yes, it is applicable to Principal Associates. However, all Principal Associates are also governed by their respective Contract Terms.

Q3: I have accumulated 204 PLs as on today. I have not availed any PLs in the year 2019 so far. What is the impact on change in PL policy on my leaves for the year 2019 and 2020?

A3: As per the earlier policy, the accrual limit was 180, which you have already reached. As per the new policy, 90 PLs will get carried forward to the year 2020 and 90 will be kept in a separate PL Bank. You will also get 24 leaves accrued for the year 2020 on 1st Jan 2020. Hence, on 1st Jan 2020, you will have (90+24) = 114 PLs and 90 PLs in PL Bank.

Q4: Currently only CLs get lapsed at the end of each calendar year. How does the PL lapse as per the new policy?

A4: 24 PLs get credited in advance on 1st Jan 2020. If none of these 24 PLs are utilized during the year – 2020, 12 un-utilized PLs would get lapsed on 31st Dec 2020.

Q5: Is the PL Bank added with PLs in excess of 90 only on 31st Dec 2019 or will it be added with PLs if it goes beyond 90 on 31st Dec 2020 also?

A5: PL Bank will be added with leaves of tenured colleagues on 31st Dec 2019 as a one-time adjustment due to change in policy. No further additions will be made from 31st Dec 2020 onwards. The maximum accumulation limit of PLs in active account will be 90 only.

Here is the detailed content from the "Local Conveyance Reimbursement for Official Work" policy document:

Local Conveyance Reimbursement for Official Work

1. Objective

1.1 To reimburse employees for conveyance expenses incurred while using their own vehicle for official purposes.

2. Eligibility & Applicability

2.1 All employees on regular rolls of the Company.

3. RASCI

- **Responsible:** Individual
- **Approver:** HOD
- **Support:** SSC Finance Team

4. Policy & Procedure

4.1 Employees using their own personal vehicles for official work (like visiting clients, Government Officials, etc.) are entitled to claim conveyance reimbursement (for fuel and associated expenses) at the following rates:

- For four wheeler: ₹16.50 per kilometer for (LX to LH) & (PA to PE)
- For two wheeler: ₹6.00 per kilometer for LI to LJ
- Parking charges at actual subject to production of bills
- Employee to provide self-declaration for amount claimed

4.2 Employees using public transport will be allowed reimbursement of auto fare / City taxi at actual.

4.3 The above amount can be claimed for official work within city limits and extended suburbs only. Where employees are required to travel beyond 8 hours, the policy under domestic travel policy will apply.

4.4 Reimbursement on official conveyance must be claimed online through Navyata Portal. The eligibilities based on the type of vehicle/mode of travel have been built in the portal.

4.5 Navyata Portal has an in-built approval workflow from HOD. Once HOD approves, SSC Finance Team will verify the claim and process the same. The portal is designed for single claim only and no multiple claims should be clubbed during online claims through Navyata.

Remote Location Work Policy

Purpose

1. To ensure Business Continuity with Employee Centric Focus on Safety and Wellbeing by maintaining Social Distancing and adopting a new way of working.
2. To enable Businesses to mitigate unprecedented crises due to Natural Calamity, Epidemic, Pandemic, or any business exigencies and to have contingency and scenario planning.
3. To Institutionalize Digital way of working.

Applicability

1. This policy will be applicable for those who work from remote locations.
2. This policy will be effective May 2020.
3. Remote Work Place is defined as any place which is within a 30 km radius from the latest residential address provided by the employee.

RASCI

- **Responsible:** HOD

- **Approve:** CEO / GCXO
- **Support:** BHR/ Sector HR
- **Consult:** BCM / CCM
- **Inform:** Apply through Leave Portal

Policy & Procedure

1. The CEO / GCXO in consultation with the Head of the Department will identify the list of employees who can work remotely.
2. The employees who have been identified to work from remote locations would be required to apply through Navyata before proceeding on remote working for the approval of the Reporting Manager.
3. Employees who are working from remote locations, in case of illness/personal work or any other exigency should apply for appropriate leave on Navyata and inform the Managers.
4. Head of the Department in consultation with HR reserves the right to take appropriate progressive disciplinary action in case they believe remote working is being abused or for any other reasonable needs of the company not being met to carry out its business.
5. While working during this arrangement, the employee must continue to complete all duties required.
6. While working during this arrangement, the employee must maintain contact with colleagues, teams, and all important stakeholders.

Do's and Don'ts of Working from Remote Location

While the work from remote location has been enabled to keep us all connected and ensure continuity of business operations during the extreme circumstances, some Do's and Don'ts are being listed to aid employees working from remote locations.

DO'S of Working from Remote Location

- a) **Guidelines under COBCE, PASH, and IT Security:** It is applicable during the course of employment even during the remote working location and any violation by the employee is considered as gross misconduct and grounds for disciplinary action.
- b) **Dress Code:** While working from remote location, be comfortable but also ensure office dress code is followed.

DONT'S of Working from Remote Location

- a) **Never Neglect Cyber Security:** Most important, never ever neglect cyber security, do not look at shortcuts or bypass a compliant step to complete a task. It is highly recommended and is non-negotiable.
- b) **Customer / Clients Meeting:** Employees working from remote location should not meet volunteers, clients, or customers at home. Should the need arise, they should inform the Supervisors and meet the customers at the office.

Working Arrangement: IT Systems

1. Employees who are required to work from remote locations would be provided with IT systems they may require to perform their duties on a need basis and will be inspected and maintained by the Company.
2. The employee is required to take reasonable care of all IT systems, to keep them secure and to use them in accordance with operating instructions, and the IT policy.
3. Employee may have to come to the office and/or connect through VPN (if available) as and when communicated by IT, to update security patches, group policies, and necessary configuration on systems. Employees may have to be prepared to come to the office once in 2 weeks.
4. Employee must come to the office for any Hardware break fix, collect any requested IT consumables (like Power adapter, mouse, etc.) and for IT problems that cannot be fixed remotely.
5. Employee must ensure that any such IT system additionally provided is returned at the end of the arrangement in good condition.
6. If it is found that the IT system assigned to the employee for working from home is in bad condition or is not in working condition, then the cost of equipment shall be borne by the employee.
7. Employee must ensure adequate Internet connectivity speed (50 MBPS with a minimum of 10 MBPS upload/download) and a minimum 100 GB/month data pack.
8. Employee must follow below cyber security guidelines at all times:
 - a. Employee must have a secure home Wi-Fi or wired internet network. Use of public Wi-Fi or unsecure connectivity must be avoided.
 - b. Work with IT Helpdesk for any specific GMR access requirements.
 - c. Refrain from downloading suspicious, unauthorized, or illegal software.
 - d. Review all hyperlinks prior to clicking to confirm they are from legitimate sources.
 - e. Use OneDrive / Teams for internal file sharing and data backup.
 - f. Be suspicious of any email or text message requesting sensitive information or financial transactions.
 - g. Do not re-use passwords across multiple accounts and devices.
 - h. Do not allow family, friends, or anyone else to use your Company devices.

- i. Be aware of Information Security Policies available in gNET, and be compliant.
- j. Do not ignore messages from eCircular.GMR@gmrgroup.in for future advisories and report any suspicious activity or system behavior to IT helpdesk immediately.

FAQs

Q1: What does remote working mean and what is the Criteria to identify the employees to have Remote Location Working arrangement?

A1: Remote working policy allows employees (identified by Business) to work remotely during unprecedented crises due to Natural Calamity/Epidemic/Pandemic or any business exigencies. Those employees whose on-site presence at the work location is not needed and can work remotely will be identified and communicated.

Q2: Which all departments can work from remote location?

A2: It is not department-specific. As per policy, the CEO / GCXO in consultation with the Head of the Department will identify the list of employees whose physical (Onsite) presence at the work location is not needed and can work remotely.

Q3: What are the procedures and measures an employee has to follow if they are beyond 30Km radius from their current residential address?

A3: As per policy, Remote Work Place is defined as any place which is within 30 km's radius from the latest residential address provided by the employee. In case the employee stays beyond 30 km, & has been identified to work remotely, they should approach their manager who will decide on further course of action depending on the criticality of the role.

Q4: I stay beyond 30 KM radius from my workplace and continue to work from home. However, as per Government restrictions, I am not allowed to travel to the work location. In this case, am I eligible or covered under RW policy?

A4: If your physical presence is required at the workplace, you would not be eligible for RW. In the event that you are not able to travel due to the restrictions imposed by Govt, the matter may be brought to the attention of the Manager who will take the decision if the employee can be considered as remote working.

Q5: Can an employee working from Remote Location get the IT systems to work like - Laptop and Data Card? Can an employee reimburse for additional internet data to support remote working?

A5: Employees will be provided with Laptop/Desktop and data card based on need basis with the approval of the concerned HOD. However, there will be no reimbursement for additional internet usage.

Q6: Whether the employees identified for Remote Location work will be considered as Continuous employment for the purpose of Gratuity and also will be covered under Group Medical Insurance?

A6: Yes. They will be considered as continuous employment and all the HR policies & insurance coverage will be applicable to them.

Q7: How can I access my shared folder, one-drive access, SAP, etc.? Will there be any dedicated technical support team for employees working from remote locations?

A7: Employees are required to contact IT Help Desk for registration to such network and approval matrix as per IT policy to be followed. In case of any technical issue, support will be provided by IT team. Employee can write to IT Helpdesk Enterprise-IT ITHelpdesk.Ent@gmrgroup.in

Q8: Is it mandatory to apply in Navyata for Remote working? Can I take leaves while working remotely?

A8: Yes, it is mandatory to apply for Remote Working in advance and obtain reporting manager approval on Navyata Portal. Your Remote Location Working would be considered as a working day, hence, the leave policy would be applicable. You can apply for leaves during remote working and seek manager's approval. All leaves also have to be applied on Navyata Portal.

Q9: How can I continue to perform administrative business functions from home while working remotely?

A9: All employees are expected to continue rendering their administration functions like onsite working without any interruptions.

Q10: In case my laptop provided by office is not supporting / not in working condition then can I use my personal laptop with requisite configuration as mentioned in the remote location work policy?

A10: For IT security purposes, employees are not allowed to use their personal computers for official use. In case the laptop is required to be issued to you depending upon the nature of work, then, you need to obtain approval of your reporting manager for a laptop for you.

Q11: Is there any support provided for my kids as both the parents are working?

A11: No. Employees are expected to devise a suitable schedule to take care of such personal things while working from remote location like working from office.

Q12: Will the company reimburse the charges incurred towards COVID test and quarantine facilities if I come in contact with a COVID patient while commuting to/from office?

A12: The company doesn't have any such policy of reimbursement. However, if in case of hospitalization for 24 hours or more is required, employees will be covered under Group Medical Insurance and benefits as provided in the insurance will be applicable to them.

Q13: How long can I work remotely?

A13: The organization would be operating its business as per the applicable Government guidelines issued from time to time while ensuring social distancing and hence the RW will be applicable till further notice. Employees may continue to work remotely as per the discretion of Management and as communicated by the Supervisor/Manager.

Q14: If I am in high-risk category due to an underlying health condition, but as per the roster I am in work from office. Can I opt for work from home?

A14: Employees necessarily are required to declare in case of any symptom/underlying health condition to the Supervisor/Manager for further course of action. Only those employees who have the prior approval of the reporting manager & HOD can work from remote location and this will not be applicable based on the employee request. In such cases, employees need to apply for leave.

Q15: Can I request for RW for a particular day or period, although I am supposed to work from office as per the Roster?

A15: No. Since you are required to be on site on a roster basis, hence, the RLW wouldn't be applicable to you.

Q16: If one of my family members is to be quarantined in a government designated facility, can I be allowed to work from home to take care of my other family members?

A16: Yes, you need to apply for leave to take care of your family members.

Q17: As per the roster, I am supposed to work from home. But for my own comfort, can I be allowed to work from office?

A17: Only those employees who have the prior approval of the reporting manager & HOD can work from remote location and this will not be based on the employee's own comfort. In such cases, employees need to apply for leave.

Q18: When I work from office, am I required to regularize my attendance on Navyata as currently biometric machine is not used for attendance?

A18: Yes, you have to regularize your attendance in Navyata. Attendance Recording Machines will be configured to facilitate access card-based attendance capturing without fingerprint capturing.

Q19: Do I need to apply leave if I have been asked to go for self/home quarantine at home/Govt. designated quarantine place due to contact with a COVID patient?

A19: Yes. You need to apply for Leave and get the approval of your reporting Manager.

Q20: As per the roster, I have to work from office. Can I be allowed to work from home if I have all necessary IT support to deliver my responsibilities?

A20: No. Once you are identified to work from office you will have to follow the same. As per policy, the CEO / GCXO in consultation with the Head of the Department will identify the list of employees who can work remotely. So you have to follow the roster or instruction of the reporting manager.

Q21: How will this impact (RW) my PMP?

A21: While you are on RW, you are required to perform your duties and complete all your assignments on a timely basis and your performance will be assessed based on the achievement of agreed Goals in your goal sheet as per the Organization's PMP Policy.

Temporary Transfer & Deputation Policy

1. Objective

1.1 To give employees parallel job assignments in different functional areas to enhance competencies and broaden their skill set and also based on the Business requirement.

2. Eligibility & Applicability

2.1 All employees, including probationers as well as trainees, on regular rolls of the Company.

3. RASCI

- **Responsible:** Individual
- **Approver:** HOD (LD/PD or above)
- **Support:** FMS/Accounts Department
- **Inform:** HR

4. Policy & Procedure

4.1 Temporary Transfer

4.1.1 Temporary transfer policy is applicable for relocation of an employee to a new location for a period not exceeding 180 days.

4.1.2 Any transfer exceeding 180 days will be treated as deputation and the deputation policy will be applicable.

4.1.3 HOD should inform the employee and HR Department, at least 2 weeks in advance about the likely duration of transfer as far as possible, subject to administrative exigencies.

4.1.4 FMS Department should assist the employee in settling down at the temporary location.

4.1.5 The sanctioning authority, mode of travel, accommodation at the new location,

and allowances shall remain the same as specified in the Domestic Travel Policy for the respective JRL.

4.1.6 One-time Temporary Transfer allowance (for each transfer) at the rate of 25% of one month's Gross salary (includes Basic pay, HRA, Special Allowance, Child education) will be paid to the employee to meet the out-of-pocket expenses arising out of such transfer and relocation.

4.2 Deputation

4.2.1 HOD should inform the employee and HR Department, at least 3 weeks in advance about the likely duration of deputation.

4.2.2 FMS Department should assist the employee in settling down at the deputed location.

4.2.3 Deputation period should not exceed 360 days. Any deputation exceeding 360 days will be treated as a permanent transfer and the permanent transfer policy will be applicable.

4.2.4 In case it becomes necessary to convert deputation into a permanent transfer, HOD should initiate necessary action for the same.

4.2.5 The sanctioning authority, mode of travel, accommodation at the new location, and allowances shall remain the same as specified in the Domestic Travel Policy applicable to the respective JRL.

4.2.6 One-time Deputation Allowance (for each deputation) at the rate of 50% of one month's Gross Salary will be paid to the employee to meet the out-of-pocket expenses arising out of such deputation and relocation. In case the employee's temporary transfer is converted into deputation, only an additional 25% of one month's Gross salary will be paid to the employee as they might have already availed 25% of one month's Gross Salary at the time of temporary transfer.

4.2.7 Employee on deputation may be allowed to visit their family once in six months, at the discretion of HOD with the prior approval of the CEO/GCXO. At any given point of time, the maximum number of days allowed (inclusive of travel) will be 7 working days. Only travel expenses will be borne by the Company. The above duration will be treated as an "official tour".

4.2.8 The entire cost of the deputation should be borne by the host Company and the parent company will raise the debit note for the same.

4.2.9 Employees, including the new recruits eligible, owning and using four-wheelers on joining the Group or moving to other geographical locations are eligible for:

- a. Reimbursement of the actual entry tax paid while transporting the vehicle to the place of reporting or to the new place of joining on production of the actual proof of payment made.
- b. Reimbursement of the actual road tax paid at the new place required under the applicable Motor Vehicle Act on the production of the actual proof of payment made.
- The above shall be restricted to one four-wheeler only and will be applicable only for new recruits, joining the group and those who are transferred by the company to new locations in the Group. The employees seeking transfer and re-location at their request shall not be eligible for the above reimbursement.

The employees purchasing vehicles (old or new) at the new location shall also not be eligible for this reimbursement.

Time and Attendance Management Process

1. Objective

1.1 Set guidelines for time and attendance recording in the Group.

2. Applicability

2.1 All employees on the regular rolls of the company/subsidiaries/joint ventures, etc., are covered under this policy. The policy will be implemented progressively at each location depending on the installation of the time attendance system.

3. Process Owners

- Corporate HR department
- Business HR department
- Head of Department
- IT department

4. Policy & Procedure

4.1 Access Cards

BHR will issue Access cards to all the employees on the regular rolls of the company at the time of their joining.

4.2 Lost Access Cards

In case an employee loses the Access Card, they should intimate BHR & get a duplicate Access card.

4.3 Attendance Recording

Employees on the regular rolls of the company are expected to come to their workplace, on all working days, at the designated time and mark attendance electronically, using the facilities established. They are expected to do so at the time of exit as well.

4.4 Grace Period

4.4.1 Office Timings are from 9:00 AM to 5:30 PM (Saturdays – 9:00 AM to 1:00 PM).

4.4.2 Grace Period of 15 minutes on each day is permitted from 9:00 AM to 9:15 AM, keeping in view the traffic/logistics constraints faced by the employees.

4.4.3 In a month, late coming of 15 minutes is permitted beyond 9:15 AM on Four occasions ONLY i.e., from 9:15 AM to 9:30 AM.

4.4.4 Late coming from the 5th occasion and onwards i.e., 9:15 AM – Half day salary will be deducted for each occasion of late coming.

4.4.5 Any attendance punch in after 9:30 AM (even on 1st occasion) will attract half day salary deduction.

4.4.6 Any attendance punch in after 1:30 PM (even on 1st occasion) will attract full day salary deduction.

4.4.7 Instances wherein the absence (including on duty, miss-punch, official travel, etc.) for a particular calendar month have not been regularized by the employee within the stipulated time frame i.e., by the 20th of the next month, salary shall be deducted proportionately.

Location Timings

- **Delhi:** 9:30 AM to 6:00 PM (Saturdays – 9:30 AM to 1:30 PM)
- **Hyderabad:** 9:00 AM to 5:30 PM (Saturdays – 9:00 AM to 1:00 PM)
- **Bengaluru:** 9:30 AM to 6:00 PM (Saturdays – 9:30 AM to 1:30 PM)
- **Mumbai:** 9:30 AM to 6:00 PM (Saturdays – 9:30 AM to 1:30 PM)

4.5 Recording of Out Station Duty

Employees are expected to register out station duty like tours, trainings, etc., either in advance or immediately after resuming the work through Employee Self Service (ESS) in the GMR Portal.

4.6 Report Generation

The attendance monitoring system will enable: 4.6.1 Individual employees to get an e-mail on their attendance exception report on a weekly basis.

4.6.2 The Reporting Manager to get an e-mail on the attendance exception report on employees reporting to them. Similarly, the head of the department will get an e-mail on the attendance exception report of the department on a weekly basis.

4.7 Regularization of Absence

An employee not recording attendance in the system will be shown as “absent”. It is the responsibility of the individual employees to regularize the absence with their HOD. Failure to do so will result in the deduction of salary, proportionate to the number of absences, in the subsequent month's salary.

4.8 Operating/Working Away from Designated Place of Work

Head of the Department may permit employees from JRL of LC and above/PC & above to work from home/away from the designated place of work, depending upon

the circumstances. Such employees can regularize their attendance through the ESS facility in the GMR portal.

4.9 Working Beyond Designated Time/Hours

In the event of working beyond two hours of the designated closing working time or when called for duty two hours in advance of the designated working time, Sub staff/Supporting staff, up to the Job Responsibility Level (JRL) LI, may be reimbursed the following with the approval of the immediate supervisor/manager:

4.9.1 Expenditure incurred by three-wheeler to reach office, from the normal place of residence.

4.9.2 Expenditure incurred by three-wheeler to reach home, from the workplace.

4.9.3 The reasonable expenditure incurred on refreshments/snacks.

4.10 Facilities for Women Employees Working Beyond the Normal Working Hours

Women employees, working beyond 2 hrs. of closing time, will be provided with conveyance, with security escort, to the declared place of residence subject to the approval of the immediate supervisor/manager.

Transfer Policy

1. Objective

1.1 To provide employees career/professional growth through job assignments in different functional areas, thus providing scope for their lateral movement and development in other functions/operations of the Group. This policy is to be read together with the policy on IJP, Promotion, Grade Fitment, Merit List & Transfer. Wherever any clause of the below Transfer Relocation policy is in conflict with any clause of the former, the policy in IJP, Promotion, Grade Fitment, Merit List & Transfer will prevail.

2. Eligibility & Applicability

2.1 All employees on regular rolls of the Company including probationers & trainees of the Company & the new recruits. Employees can avail this facility within 6 months from the DOJ/Date of Transfer.

2.2 Beyond 6 months and up to two years, the employee should get prior approval from the HOD with intimation to the HR.

3. RASCI

- **Responsible:** Individual
- **Approver:** HOD

- **Support:** FMS/Accounts Department
- **Inform:** HR

4. Policy & Procedure

4.1 This policy is applicable to employees involving Transfer to a new location for an unspecified period of time.

4.2 Transfer/relocation will be effective after mutual agreement between transferor and transferee of the Company. Transfer Performa needs to be filled by both the companies as applicable (Performa given in Annexure section).

4.3 The sanctioning authority for mode of travel and allowances shall be the same as specified in the Domestic travel policy for the respective JRL. This shall also be applicable for the employee's family. (Family under this policy will deem to include the employee, their spouse, dependent children, and dependent parents).

4.4 Respective FMS Department should assist the employees in settling down at the new location.

4.5 Transfer, as a practice, need not attract promotion or salary revision. However, the respective employee will be eligible for Continuity of Service, Gratuity, carry forward of leave balance, etc.

4.6 As far as possible, the employee will be given a minimum of one-month time to plan for their relocation, when the transfer involves moving from one city/town to another. However, wherever it is a project/business exigency, necessary notice time for transfer may not be possible. The discretion about the exigency of such transfers will be with the HOD.

4.7 Upon relocation of the employee (arising out of transfer), they will be granted not more than 7 working days special leave at a stretch for settling down in the new location. Not applicable for new joiners.

4.8 Due care should be taken by HOD while deciding on relocating an employee so that the intended relocation does not cause discomfort to the employee in terms of children's education and other domestic commitments.

4.9 After finalization of the date of relocation, HOD should inform HR Department for issuing the transfer letter.

4.10 All the expenses relating to transfer/relocation will be borne by the transferee (receiving) Company.

4.11 **Temporary stay at the New Location:** If the employee does not have a place to reside at the new location, they (along with the family) will be eligible to stay in the Company's Guest House for a period of 15 days (inclusive of weekly off & Holidays). If the accommodation is not available in the guesthouse, they can stay in a hotel as per the eligibility under Domestic Travel Policy. Hotel booking should be done through the FMS Department. Extension of stay beyond 15 days up to a maximum of another 15 days (total 30 days) will be allowed only with the approval of HOD & the employee will have to defray 50% of the expenses incurred towards stay as well as food & incidentals.

4.12 **Packing, Freight, and Insurance:** Actual packing and freight charges by road and transit insurance for transporting the household items will be reimbursed on actuals with approval of HOD/CHRO. For this purpose, prior approval of the HOD is to be obtained in writing with full details, a copy of which is to be forwarded to HR

Department. This process should be coordinated with the FMS Department with regard to approval of quotation of rates, etc. If damage occurs to an employee's household goods during the transit, the employee is responsible for filing the appropriate claim against the carrier.

4.13 Brokerage Charges: The employee will be reimbursed brokerage charges, up to a maximum of one month's rent, supported by bills, incurred by them for arranging accommodation (family) at the new location.

4.14 Transportation of Vehicle: If an employee possesses a vehicle prior to the issuance of the transfer letter, the expenses incurred towards transportation of the same by train/carrier, will be reimbursed by the Company as per the entitlement as follows:

- LE & above and PE & above: One four-wheeler
- JRL LF & below: One two-wheeler
- Note: One four-wheeler can be transported subject to car availed as per Company Car Lease scheme. If an employee at the JRL - LF and below intends to transport their existing vehicle to the new location, prior approval from the HOD is to be obtained. This process should be coordinated with the FMS Department with regard to approval of quotation of rates, etc. Whenever the employee prefers to travel by two/four wheelers to the transferred locations, reimbursement will be paid as per the Local Conveyance Policy i.e., ₹4/- per km for Two-Wheeler and ₹11/- per km for Four Wheelers.
- **4.15 Relocation Allowance Reimbursement:**
 - a. Relocation Allowance to be paid as Ex-Gratia.
 - b. The Ex-Gratia amount will be limited to a maximum of 1 month gross for employees at LE & above and PE & above levels; and 2 months gross for employees at LF and below levels.
 - c. The actual amount to be paid would be decided by Sector HR Head concerned, keeping in view the reasons for transfer, place of transfer, etc. In other words, this payment will not be an entitlement but allowed on a case-to-case basis on merits.
 - **d. Recovery of Relocation Allowance:**
 - I. In case the employee resigns and is relieved within 6 months from the date of claiming this amount, 100% of this amount shall be recovered or adjusted against the dues during F&F settlement.
 - II. In case the employee resigns and is relieved between 6 months to 12 months from the date of claiming this amount, 50% of this amount shall be recovered or adjusted against the dues during F&F settlement.

- e. This reimbursement is paid to the employees with the intention of assisting employees in settling out-of-pocket expenses, local conveyance charges, and other incidental expenses arising out of such transfer and relocation.
- f. Relocation reimbursement is not applicable to new recruits.
- **4.16 House Deposit Advance:** The employee can avail an interest-free House Deposit Advance up to a maximum of 10 months actual rent or 10 months of their actual HRA whichever is lower. In case of an employee opting for a rented house on a lease basis, where monthly rent is not payable, a maximum of One Lakh Rupees can be availed as House Deposit Advance. However, where employees are required to pay house deposit advance beyond their maximum eligibility, they need to obtain approval from the HOD, not below the level of LD/PD. Employees need to produce a copy of the rental/lease agreement as proof of having paid rent deposit to the landlord. Advance for this purpose will not be paid if the employee is moving to their own house or company-provided accommodation. Employees should make an application in the prescribed format (Annexure – 1) and forward the same to HR Department for approval. HR Department will issue the sanction letter with copies to the Accounts Department & payroll cell for disbursement & recovery of the loan from the monthly salary respectively. Employees can avail repeat house deposit advance, subject to the condition that they have cleared the outstanding house deposit advance with the company, if any. An employee can avail HDA one time on relocation (new joiners)/transfer (existing employees) and this can be claimed within 6 months of relocation/transfer. Prior approval is necessary in cases where the drawl of the loan is expected to be between 6 months to 2 years of relocation.
- **4.17 Recovery of House Deposit Advance:** House deposit advance will be recovered from the employee's salary in equated monthly installments, subject to a maximum of 20 installments. However, the Employee shall have the option to foreclose a house deposit advance at their discretion.
- **4.18 Reimbursement of Building Fund Fee/Donation:** The Employee shall be eligible to claim reimbursement of building fund fee/donation paid for admission into school at the new location for children to a maximum of two. The quantum will be limited to one month Gross Salary per child or actual whichever is less. The above reimbursement can be claimed on submission of proof of such payment. However, in the absence of bills, an employee should give a self-declaration and 50% of the amount will be reimbursed. Employee can claim this reimbursement, only once during their employment with the company at a station. However, this condition is not applicable to employees who have been transferred to any other location as per the Business requirement. The above reimbursement is subjected to TDS.
- **4.19 Transfer on Employee's Request**
- Where an employee requests for transfer to a new location for personal reasons, the Company, if it deems fit, may accept the employee's request.

However, in such cases, expenses like travel, temporary accommodation at the new location, and transportation of personal belongings will have to be borne by the employee and no benefits of transfer/relocation will apply on such transfer.

- **4.20 Others**

- i) After the transfer, the employee should adhere to the rules & regulations as applicable of the transferee Company.
 - ii) In case of new joiners, the entire amount so reimbursed will be recovered if an employee is terminated or resigns from the services of the Company within 12 months from the date of joining. For existing employees, no recovery other than those specifically mentioned in the above clauses.
 - iii) Employees should ensure economy in expenditure. This is not to be taken as a source of Income.
 - iv) The Company will not be responsible for any loss of personal effects of the employee while traveling/transfer or during and on relocation.
 - v) The employees, including the new recruits who are eligible for owning and using four-wheelers on joining the group or moving to other geographical locations, are eligible for:
 - Reimbursement of the actual entry tax paid while transporting the vehicle to the place of reporting or to the new place of joining shall be made on production of the actual proof of payment made.
 - Reimbursement of the actual road tax paid at the new place required under the applicable Motor Vehicle Acts on the production of the actual proof of payment made.
 - **Note:** 1) The above reimbursement shall be restricted to one four-wheeler only and shall be applicable only for new recruits, joining the Group, and for those transferred by the company to new locations in the Group. An employee seeking transfer and re-location on their own request will not be eligible for the above reimbursement. The employees purchasing vehicles (old or new) at the new location will also not be eligible for this reimbursement.
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