



Reliance Infrastructure Limited

## Compensation and Benefit

Prepared & Issued by	Date of Implementation	Version
Corporate HR Reliance Infrastructure Ltd.	01.06.2024	5.0

<b>Title</b>	<b>Compensation and Benefit</b>
Version	V 5.0
Creation Date	1 <sup>st</sup> June 2024
Business Scope	Reliance Infrastructure and Group / Associate Companies
Geographical	Across locations

Responsibility	<ol style="list-style-type: none"> <li>HR is responsible for the maintenance and advocacy of the Policy</li> <li>HR is responsible for compliance with local laws/ statutory requirements</li> <li>HR and Competent Authority / HODs are responsible for implementing and ensuring communication of this policy to all staff with support of Business HR</li> </ol>
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Assurance Check (Optional)	Head Audit
Policy Owner	HR Lead – Rewards & Talent Management
Final Approval	CHRO (Chief Human Resource Officer)
Topics	<p>This document covers the policies and guidelines with respect to</p> <ul style="list-style-type: none"> <li>• Compensation Structure</li> <li>• Compensation Progression</li> <li>• Benefits</li> <li>• Guidelines on PLI for new hires</li> </ul>
Deviation	Any deviation to the Policy shall be based on final approval of R-Infra CEO / CHRO

## Compensation and Benefits

### 1. Objective:

- 1.1 To lay down guidelines on the compensation payable as well as benefits applicable to all the executives on the payroll of the Company.
- 1.2 To enhance "Pay for Performance Culture" and align appraisal with rewards.
- 1.3 To maintain strong focus in the areas of compensation governance and ensure the compensation systems are in line with emerging compensation regulations as applicable.
- 1.4 The remuneration system shall strive to maintain the ability to attract, retain, reward and motivate executives in order to enable the Company to attain its strategic objectives within the context in which it operates.
- 1.5 Benefits are designed to provide support to an executive's family, health, and financial future.

### 2. Scope:

- 1.6 This policy shall be applicable all eligible executives of R-Infra and its Associate / Group companies, except the following:
- 1.7 Executives from Ex Metro One Operation Pvt Ltd (MOOPL) shall adhere to the policy outlined in the separate document on Salary Parameters of Ex-MOOPL.

### 3. Policy:

- 3.1 Internal Pay analysis / Market benchmarks shall be considered for ascertaining the compensation and benefits to the executives
- 3.2 Performance Management Process shall drive rewards and compensation progression
- 3.3 Each executive shall have fair chance to be rewarded without any bias.

### 4. Definitions:

- 4.1 Cost to Company (CTC): Compensation structure comprising of fixed salary, retiral, allowances, perquisites and performance linked bonus.
- 4.2 Choice Pay: Basket of various allowances, reimbursements which the executive can opt for depending upon his personal and income tax planning needs.
- 4.3 Performance Linked Incentive (PLI): It is the variable portion of the executive CTC that represents the potential earnings which shall be given upon achieving the required tasks and results as well as business performance for that year.
- 4.4 Benefits: Any form of monetary / non-monetary facilities extended to executives which is over and above the CTC structure given with the purpose for improving the well-being, satisfaction, and engagement.

### 5. SMP / KMP Compensation

- 5.1 They follow the organization wide Compensation structure applicable to all staff of the Company.
- 5.2 However, any changes to KMP compensation or any other form of advances or bonuses needs to be approved by the NRC. (Reference: Nomination and Remuneration Policy)

## 6. Compensation Structure

- 6.1 The Company has adopted the Cost to Company structure resting on the principles of a Cafeteria Plan which simplifies the salary structure and provides flexibility for tax planning for individual executives.
- 6.2 It is characterized by a Choice Pay Component that gives the executives the choice to structure his/her own pay.
- 6.3 All perquisites and benefits extended to an executive are accounted for, which makes the executive appreciate the total costs incurred by the company on such benefits.
- 6.4 The structure provides a Performance Linked Incentive (PLI) which gives due recognition to individual and business performance thus emphasizing the philosophy of pay for performance.
- 6.5 The Cost to Company (CTC) compensation structure comprises the following mandatory elements:
  - i. Base Pay
  - ii. Choice Pay
  - iii. Performance Linked Incentive
- 6.6 During the process of salary fixation for a new recruit, the components of CTC, viz. Base Pay, Choice Pay and PLI are apportioned in the following manner:

Components	Levels		
	A-01 to A-03	A-04 to A-06	A-07 & above
Base Pay	40% of the balance CTC after apportioning to PLI		
Choice Pay	60% of the balance CTC after apportioning to PLI		
PLI	5% to 15%	10% to 20%	15% to 25%

Note: For details on the grading structure, please refer the policy on the Grades and Designations.

- 6.7 Base Pay: This comprises mainly three components:
  - i. Basic Pay: It is that part of Base Pay that remains after deducting the prescribed amount w.r.t. Provident Fund, and Gratuity.
  - ii. Statutory Elements:
    - a. Provident Fund: This indicates the company's contribution to the Provident Fund Trust or to the RPF Commissioner which is calculated @ 12% of (Basic Pay). Executives shall be governed by the Employees Provident Fund & Miscellaneous Provisions Act 1952 or by the Rules and Regulations of the Provident Fund Trust depending upon which provision is applicable to them.
    - b. Gratuity Provision: An amount equivalent to 4.81% of Basic Pay is shown as the individual entitlement under this element. The actual payment of gratuity on separation is subject to the provisions of Payment of Gratuity Act, 1972 or the Company's Gratuity Scheme, whichever is found to be more beneficial for the executive. Detailed guidelines on computation of actual payout of Gratuity are covered in Gratuity Policy.

**6.8 Choice Pay:** In order to minimize the tax liability of the executives, the company follows the concept of offering a basket structure which gives the executives the flexibility to play with the basket components depending upon their requirements and also how much would they want to take home. These are collectively called the choice pay elements in the CTC structure. Following are components of the Choice Pay Menu and maximum limits that may be opted for under each of these elements permissible as per Old and New Tax regime.

Components	Maximum Limits (Per Annum)																													
	As per Old Tax Regime	As per New Tax Regime																												
<b>HRA</b>	50% of Basic Pay	Not applicable																												
<b>Fuel &amp; Maintenance Reimbursement</b>	<p><i>Executives having Own Four Wheeler / using Company Owned Car:</i></p> <table> <tr><td>D1 to D2</td><td>Rs. 1,44,000/-</td></tr> <tr><td>A1 to A3</td><td>Rs. 2,04,000/-</td></tr> <tr><td>A4 to A6</td><td>Rs. 2,52,000/-</td></tr> <tr><td>A7 to A9</td><td>Rs. 3,00,000/-</td></tr> <tr><td>A10 &amp; Above</td><td>Rs. 3,60,000/-</td></tr> </table> <p><i>Executives having Own Two Wheeler:</i></p> <table> <tr><td>D1 to D2</td><td>Rs. 60,000/-</td></tr> <tr><td>A1 &amp; above</td><td>Rs. 72,000/-</td></tr> </table>	D1 to D2	Rs. 1,44,000/-	A1 to A3	Rs. 2,04,000/-	A4 to A6	Rs. 2,52,000/-	A7 to A9	Rs. 3,00,000/-	A10 & Above	Rs. 3,60,000/-	D1 to D2	Rs. 60,000/-	A1 & above	Rs. 72,000/-	<p><i>Executives having Own Four Wheeler / using Company Owned Car:</i></p> <table> <tr><td>D1 to D2</td><td>Rs. 1,44,000/-</td></tr> <tr><td>A1 to A3</td><td>Rs. 2,04,000/-</td></tr> <tr><td>A4 to A6</td><td>Rs. 2,52,000/-</td></tr> <tr><td>A7 to A9</td><td>Rs. 3,00,000/-</td></tr> <tr><td>A10 &amp; Above</td><td>Rs. 3,60,000/-</td></tr> </table> <p><i>Executives having Own Two Wheeler:</i></p> <table> <tr><td>D1 to D2</td><td>Rs. 60,000/-</td></tr> <tr><td>A1 &amp; above</td><td>Rs. 72,000/-</td></tr> </table>	D1 to D2	Rs. 1,44,000/-	A1 to A3	Rs. 2,04,000/-	A4 to A6	Rs. 2,52,000/-	A7 to A9	Rs. 3,00,000/-	A10 & Above	Rs. 3,60,000/-	D1 to D2	Rs. 60,000/-	A1 & above	Rs. 72,000/-
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<b>Food coupons</b>	<p>Rs.16,200/- or Rs 32,400/- or Rs 48,600/- or Rs 64,800/- per annum ( i.e. Rs. 1,350/- or 2,700/- or 4,050/- or 5,400/- per month )</p> <p>This option once exercised can only be changed while you may wish to opt for higher amount options at any time during the financial year.</p>	<p>Rs.16,200/- or Rs 32,400/- or Rs 48,600/- or Rs 64,800/- per annum ( i.e. Rs. 1,350/- or 2,700/- or 4,050/- or 5,400/- per month )</p> <p>This option once exercised can only be changed while you may wish to opt for higher amount options at any time during the financial year.</p>																												
<b>Gift vouchers</b>	Rs. 5,000/- for all levels (Amount credited in Gift card around the time of Diwali) This option once exercised cannot be changed for the year.	Rs. 5,000/- for all levels (Amount credited in Gift card around the time of Diwali) This option once exercised cannot be changed for the year.																												
<b>Club Membership</b>	<p><i>Executives having membership of Health &amp; Sports Club</i></p> <p>Rs. 50,000/- per annum for all levels.</p>	<p><i>Executives having membership of Health &amp; Sports Club</i></p> <p>Rs. 50,000/- per annum for all levels.</p>																												
<b>LTA</b>	Maximum 2 month's Basic pay for all levels (payable as per the extant policy)	Not applicable																												
<b>Children Education Allowance (CEA)</b>	Maximum Rs.2400/- per annum for all levels (Rs.100/-p.m. per child, max. for 2 children)	Not applicable																												
<b>Children Hostel Allowance (CHA)</b>	Maximum Rs.7200/- per annum for all levels (Rs.300/-p.m. per child, max. for 2 children)	Not applicable																												

Components	Maximum Limits (Per Annum)	
	As per Old Tax Regime	As per New Tax Regime
<b>Superannuation</b>	Any amount upto 15% of Basic (+DA wherever applicable) or Rs. 1,50,000/- whichever is lower. This option once exercised cannot be changed for the year.	Not applicable
<b>Employer's Contribution towards NPS</b>	Minimum -Rs 1000/- PM (Rs 12,000/- Per Annum) Maximum - Any amount upto 10% of Basic plus DA This option once exercised cannot be changed for the year.	Minimum -Rs 1000/- PM (Rs 12,000/- Per Annum) Maximum - Any amount upto 10% of Basic plus DA This option once exercised cannot be changed for the year.

Note: Detailed break-up of CTC statement issued to executives at the time of joining along-with

### 1) House Rent Allowance (HRA):

- i. Executive staying in rented accommodation is entitled to avail HRA.
- ii. Executives staying in Own accommodation or provided with Company accommodation shall not be entitled to avail HRA.
- iii. As per Income Tax Rules, HRA exemption is least of the following:
  - 50% of Basic Pay if house is located at 4 metros or 40% of the salary if it is located in any other city.
  - HRA received
  - Rent Paid minus 10% of the salary (i.e.basic+FDA)

### 2) Fuel and Maintenance Reimbursement

- i. An executive who has his own vehicle (two-wheeler or four-wheeler), can choose this component towards reimbursement of expenses incurred on commuting for official duties as permitted under the Income Tax Act.
- ii. Cadre-wise fuel and maintenance limits are fixed for executives and the executive has the choice of opting for any amount upto the maximum limit specified for his cadre.
- iii. It shall be noted that under this head an executive can claim reimbursement of expenses towards Fuel, Repairs, Maintenance, Driver expenses, Vehicle washing, Toll Charges and Insurance premium. The limits mentioned in table above are upper limits and executive can opt for appropriate amount under this head based on his/her estimated expenses and comply with the formalities required to get the exemptions. In case of any query from the Income Tax department, the concerned executive shall be solely responsible for resolving the query and shall indemnify the company against any liabilities losses or claims that may arise on account of the claim submitted by him/her.

### 3) Food coupon:

- i. The value of food coupons, will be loaded on Pluxee Meal Card for those who opt this element. This option once exercised can only be changed while you wish to opt for higher amount options at any time during the financial year.

**4) Gift voucher:**

- i. The value of gift vouchers worth Rs. 5,000/- will be loaded on Pluxee Virtual Gift Card around the time of Diwali.

**5) Club Membership:**

- i. For claiming exemption under Income Tax, executive needs to submit original Club ID card, payment receipts with payment proof such as bank statement. Payment done in cash will not be acceptable.

**6) LTA:**

- i. Executive can choose upto a maximum of your 2 months' Basic Pay under this head. Whenever the executive avails of LTA during the same year or carries forward the LTA, he will be required to avail 5 days of Privileged Leave.
- ii. Tax exemption on LTA can be availed twice in a block of 4 calendar years.
- iii. Exemption is allowable only in respect of fare and not other expenditure such as lodging, boarding etc.

**7) Children Education Allowance / Children Hostel Allowance:**

- i. Executives having dependent children only shall be entitled to opt for this element.

**8) National Pension Scheme (NPS):**

- i. Enrollment under NPS is essential to avail the tax benefits.
- ii. The Company has tied up with Stock Holding Corporation of India to facilitate opening of NPS accounts for executives who wish to opt for the same.

**9) Special Personal Allowance:**

- i. This is the balancing figure of the choice pay computation, in case the executive does not wish to avail any of the other options.
- ii. The entire amount of special personal allowance paid is taxable in the hands of the executive.
- iii. Detailed procedure and guidelines on Opting for Choice Pay elements is given in separate SOP uploaded on ESS.

**6.9 Mandatory Debits:** This is not considered as a separate component, but certain elements in the choice pay are given in the form of compulsory debits / credits which are as follows:

**1) Group Personal Accident Insurance**

- i. This reflects the amount of premium to be borne by the executive towards insurance cover from unforeseen and unfortunate events such as accidents resulting in permanent or partial disablement or death.
- ii. Sum assured is 100 times of Basic Pay of the insured executive. Payable amount is based on severity of disablement as certified by civil hospital. In case of MOOL employees, GPA is calculated as 4 times of current CTC.
- iii. The cost of Group personal accident insurance premium is being compulsorily debited. The GPA premium amount per month calculated as (Basic x 0.15 X 8.33)/1000.

## 2) Group Mediclaim Insurance

- i. The company shall cover the executive, his/her spouse and two dependent children for reimbursement for hospitalization expenses as per following:

Grade	Sum Insured (Rs pa)	Premium Rs pa)
D-01, D-02, U-1 to U-3, A-01, A-02, DET/GET/MT		6708
A-03, A-04 & A-05	600000	9186
A-06 & A-07		12592
A-08 & above		16441

- ii. Annual Premium deduction for self and family as shown in table above shall be done on a monthly basis from salary.
- iii. In addition to the above, Executives may opt to include their Parents/ Parents-in-laws (by paying applicable premium)
- iv. Employees on rolls of MOOPL shall be covered under a separate Policy.

### 6.10 Performance Linked Incentive (PLI)

- a. This forms the variable part of the executive's CTC and represents the potential earnings of the executive that shall be given to him upon his achieving the required tasks and results as well as business performance for that year as per following matrix:

Cadre	Business	Individual
TMC & SMC	50%	50%
MMC	20%	80%
JMC	10%	90%

- b. The administration of PLI is governed by the annual rewards dispensation policy of the respective year, the amount of actual payout for which is announced along-with results of PMS.
- c. Payout of Performance rewards shall be made post management approval of PMS Proposal.

- d. The entire amount paid to the executive under this head is taxable.
- e. PLI shall be payable subject to executive being in the Company's service on date of disbursement. In case of superannuation / death of executive, PMS dispensation accrued till date of superannuation / death shall be paid along-with rest of the executives.
- f. This component is not applicable to GET/MTs during their training period.
- g. Guidelines for allocation of PLI component in CTC is given in Annexure B.

**7. Exclusions from CTC:**

- 7.1 There are some elements which form a part of cash compensation, but are not covered under the CTC structure, such as Retention Bonus, Project Allowance etc.
- 7.2 The grant of these elements shall be discretionary in nature and hence guidelines governing the payment of these elements shall be as per communication issued to respective executives to whom such payments are applicable.

**8. Compensation Progression:**

- 8.1 Compensation progression shall be driven by performance; the amount of payout shall be decided every year based on overall organizational performance and other key parameters.
- 8.2 The amount of performance-based increment shall be calculated by applying a percentage increase (based on individual performance rating) on CTC as on 31st March.
- 8.3 Increment on account of promotion, if any, shall be calculated by applying percentage increase on CTC after adding annual increment.
- 8.4 In case of receipt of communication regarding resignation / termination of services before announcement of PMS results increment shall not be paid.
- 8.5 Total increase on account of increment and promotion (if applicable) shall be apportioned to Base Pay, Choice Pay, and PLI
- 8.6 Any increase in CTC shall depend entirely on efficiency, hard work, good conduct, and due compliance of Company's policies and internal regulations. In no case increase in compensation can be asked, demanded or deemed granted based on passage of time or automatic as a matter of right.

**Benefits Policy**

The Company shall provide various benefits to executives in addition to those mentioned in Compensation Structure. These benefits shall be governed by the provisions / detailed guidelines as mentioned in respective policies.

**1. Group Term Life Insurance**

1.1 The Company provides Group Term Life Insurance Coverage for all executives upto 65 years of age in case of natural death.

1.2 The policy offers death benefits to the nominee(s) as per details below:

Grade	Sum Assured
Upto A-6	Rs 50 lacs
A-7 to A-9	Rs 75 lacs
A-10 & above	Rs 1 crores

Note: The premium for the above is borne by the Company.

**2. Travel Benefits**

2.1 The Company shall reimburse travel cost to executives who travel on official duty locally, within India or overseas.

**3. Local Travel Reimbursement:**

3.1 The local travel reimbursement shall be applicable to all cases except travel between residences to normal / regular place of work.

3.2 The mode of local travel for which Executives shall be entitled is given below:

Grade	Sum Assured
A10 & above	Company Pool Vehicle (subject to availability) / OLA / Uber / other radio cabs
A1 to A9 / GETs / MTs / D1 / D2	OLA / Uber / other radio cabs

3.3 Executives shall get their Local Travel Expenses reimbursed through ESS, by submitting the bill

3.4 If an executive travels by his own vehicle for the official purposes, then he is entitled to claim local travel reimbursement for four-wheeler @Rs.10/- per Kilometer and for twowheeler@Rs.3/- per kilometer. The distance between the places of travel for this purpose shall be by the shortest route.

3.5 During the period of local travel, the executives in JMC & MMC cadre shall be eligible for meal expense upto Rs.200/- per meal on submission of vouchers. This shall be applicable when executive is away

from his workplace during lunch / dinner time on account of official visit to external agency and he is unable to avail the lunch facility in any of the Company arranged Canteen facility. Executives in TMC & SMC cadre shall be eligible for reimbursement of meal expenses on actual basis on submission of vouchers.

#### 4. Domestic Travel:

4.1 The eligibility criteria for mode and class of travel for different categories of executives are indicated below:

Grade	Air Travel	Train Travel
A10 & above	Air Economy (Lowest Fare)	Rail First Class
A7 to A9	Air Economy (Lowest Fare) when train journey is for 6 hours or more	Rail II AC / III AC
A4 to A6	N/A	Rail II AC / III AC
A1 to A3 / GETs / MTs / D1 / D2		Rail AC Chair Car / II AC / III AC

Reimbursement for journey using other travel modes:

- Hired Vehicle – At actuals (On submission of bills)
- Own 4 wheeler – Rs.10/-per Km
- Company hired vehicle – NIL
- Bus travel – At actuals (On submission of proof)

#### 5. Lodging Expenses:

5.1 The eligibility criteria for lodging for different categories of executives are as per table below:

Grade	Lodging Expenses Limit (including Taxes) per day		
	Class A cities	Class B cities	Class C Towns
A10 & above	Rs 15,000/-	Rs 9,000/-	Rs 8,000/-
A7 to A9	Rs 7,500/-	Rs 6,000/-	Rs 5,000/-
A4 to A6	Rs 6,000/-	Rs 5,000/-	Rs 4,000/-
A1 to A3 / GETs / MTs / D1 / D2	Rs 4,500/-	Rs 4,000/-	Rs 3,500/-

#### 6. Boarding Expenses:

6.1 If the boarding expenses (i.e. food expenses) are incurred by an executive, then the executive shall be eligible to claim the reimbursement on submission of bills subject to ceiling limits as per the applicable grade as given below:

Grade	Boarding Expenses (Rs. Per day)		
	Class A cities	Class B cities	Class C Towns
A10 & above	At Actuals	At Actuals	At Actuals
A7 to A9	900	750	600
A4 to A6	750	675	525
A1 to A3 / GETs / MTs / D1 / D2	600	525	450

6.2 In absence of bills, one-third of boarding expenses shown above shall be payable.

## 7. Miscellaneous Expenses:

7.1 All miscellaneous expenses incurred for official purposes such as cyber café, fax, postage, etc. shall be claimed separately (on actuals) as per following eligibility limits:

Grade	Miscellaneous reimbursement (Rs. per day)
A10 & above	150
A7 to A9	125
A4 to A6	100
A1 to A3 / GETs / MTs / D1 to D2	75

## 8. Travel Allowance:

8.1 Executives shall be eligible for travel allowance while travelling for official purpose from one city / town to another based on time taken to complete a journey. The amount applicable as per grade is specified below:

Grade	Duration of Journey			
	<6Hrs	6-12 Hrs	12-18 Hrs	>18 hrs
A10 & above	80	120	160	200
A7 to A9	70	105	140	175
A4 to A6	60	90	120	150
A1 to A3 / GETs / MTs / D1 to D2	50	75	100	125

Note: Travel allowance is applicable if the ticket fare does not include food expenses like no frills airlines, trains except Rajdhani / Shatabdi etc.

Executives on deputation to another project / site shall be eligible for boarding expenses, miscellaneous expenses, Travel Allowance and Conveyance Reimbursement as mentioned above, if the period of deputation is less than 1 month. This shall be in lieu of Deputation Allowance.

## 9. Overseas Travel:

9.1 The eligibility criteria for class of travel for different grades of executives are indicated below:

Grade	Travel class
A10 & above	Air Business class
Upto A9	Air Economy class

## 10. Daily Allowance:

10.1 The following rates of Daily Allowance shall be admissible to executives visiting abroad:

Category	Daily Allowance * (\$ per day) for stay upto 30 days	Daily Allowance * (\$ per day) for stay of 31 days onwards
CEO	500	450
Grade A-10 & above	350	300
Upto Grade A-9	300	250

10.2 These rates are subject to change as per RBI notification, but specific Company's notification after approval of CEO shall be necessary.

10.3 The above allowance is payable based on the no. of days stay abroad. e.g. If an executive in Grade A-07 visits abroad for 40 days, the allowance shall be payable as follows:

- For first 30 days @ \$ 300 per day
- From 31st to 40th day @ \$ 250 per day

10.4 The ceiling of Daily Allowance mentioned in the above table is in accordance with the norms of the Reserve Bank of India.

10.5 In case the Company provides the accommodation, the daily allowance rate as mentioned above will be reduced to 50% to cover the food, incidental and local transport.

10.6 If the Company provides both accommodation and food, the above daily allowance shall be reduced to 25% to cover the incidental expenses and local transport.

10.7 Total amount of Daily allowance for the entire visit will be subject to a minimum of \$300, \$250, \$200 and \$150 for categories mentioned in table above.

10.8 Overseas medical insurance for executives travelling abroad shall be mandatory and expenses on account of medical insurance of such executives shall be on company account. Sum assured should not exceed \$100,000.

#### 11. Deputation Allowance:

11.1 Based on exigency of work and / or business requirements, executives may have to move to a different work location for a temporary period, which can be accomplished by means of 'Deputation'.

11.2 While moving to the new place of work on deputation, the executive shall be eligible for reimbursement of expenses incurred for purposes of travel for self and movement of personal effects as per the Company's Transfer Policy.

11.3 To cover the daily expenses incurred towards food, accommodation and other miscellaneous expenses, the executive is eligible for Deputation allowance as mentioned below, if the period of deputation is more than one month.

Grade	Deputation Allowance (Rs. Per month)		
	Class A cities	Class B cities	Class C Towns
A9 to A11, M9	36,500	30,315	25,855
A7 & A8, M8	30,415	25,855	20,530
A5 & A6, M7, M7A	25,855	22,810	18,250
A0 to A4, M1 to M6	20,530	18,250	15,210
DETs / D-01/ D-02 / D-03, TR, SSI to S2	13,685	12,165	10,645

- 11.4 The company shall make the bachelor stay arrangement at the place of deputation. In such case executive shall be entitled to claim 2/3rd of the deputation allowance mentioned above.
- 11.5 If the company makes arrangement for stay as well as food then executive shall be entitled to claim only half (1/2) of the deputation allowance.
- 11.6 If the executive makes his own stay & food arrangement then he shall be entitled for 100% of the Deputation Allowance.
- 11.7 If the period of deputation is less than one month, then the executive is eligible only for expense reimbursement / allowance as per the Company's Travel Policy.
- 11.8 Deputation Allowance shall be subject to income tax as per prevailing Tax Laws.

## **12. Reimbursement of Expenses on Transfer:**

- 12.1 The Company, at its discretion, can transfer any executive depending upon the Business requirement.
- 12.2 Executive shall be entitled for one time reimbursement of expenses towards traveling of self and Family (spouse & dependent children) from the place where he was working to the place of posting.
- 12.3 Executives shall be entitled to claim transport charges for personal effects weighing not above one wagonload subject to the production of vouchers. In addition, Executives shall be entitled for the transport charges for one four-wheeler / two-wheeler vehicle.
- 12.4 To facilitate the executive to find a suitable accommodation at his place of transfer, he is entitled to Guest House accommodation for a period of 15 days from the date of reporting at the place of transfer. Such stay will be permitted for self & family.
- 12.5 In event that Guest House accommodation is not available, executive shall be provided with stay arrangement at hotel for maximum period 15 days, as per his entitlement in Travel Policy.

## **13. Corporate Credit Cards**

- 13.1 Company shall provide identified executives with Corporate Credit Cards, through its Issuing Banks, for executives' official expenses on Travel, Vehicle, Conveyance, Hotel Stay, food expenses, and entertainment expenses.

Level-wise entitlement for identified list of executives is as below subject to approval of R-Infra CEO:

Grade	Limit
CEO	Rs 5 lacs
A-10 & above	Rs 2 lacs
A-06 to A-09, M7A to M9	Rs 1 lac
A-05 & below, M7 & Below	Rs 0.5 lac

- 13.2 Individual entitlement limits may differ based on role, responsibility, based on approval.
- 13.3 Executives shall follow expense eligibility as per the relevant policies for their respective grade, e.g. Travel Policy (Summary of grade-wise eligibility attached as Annexure 3)

## **14. Reimbursement for purchase of Mobile Handset:**

Executives shall be eligible to claim reimbursement for one mobile handset as per limits mentioned below:

Grade	Reimbursement limit
A-0 to A-03	Rs 4,500/-
A-04 to A-06	Rs 7,000/-
A-07 to A-09	Rs 10,000/-
A-10 & above	Rs 26,000/-

14.1 The reimbursed amount will be treated as an Advance to Executives and at the end of each financial Year, proportionate amount as per above table will be reduced from the advance amount and balance left out amount will be recovered from executives in case of their separation (resignations / termination / contract expiry).

14.2 After completion of 3 years from the date of activation of earlier handset, executive can replace the mobile handset (i.e. purchase a new handset) and claim reimbursement limited to the amount mentioned for each grades per above.

14.3 Mobile Bill Payment Eligibility:

Grade	Reimbursement limit
A-0 to A-03	Rs 600/-
A-04 to A-06	Rs 800/-
A-07 & above	At Actuals

14.4 Excess bill amount shall be deducted from the salary of the executive.

14.5 Employees on rolls of MOOPL shall follow separate .

## CTC Break-up Sheet

	<b><u>TOTAL COST TO COMPANY</u></b>	<b>MONTHLY</b>	<b>ANNUALLY</b>	
<b>1</b>	<b>BASE PAY</b>	-		
<b>2</b>	<b>CHOICE PAY</b>	-		
<b>3</b>	<b>PERFORMANCE LINKED INCENTIVE</b>	-		
	<b>Total CTC</b>	-		
<b>BREAK UP OF CTC COMPONENTS</b>				
<b>1</b>	<b>BASE PAY</b>			
A	BASIC	-	-	
B	PF	-	-	
C	GRATUITY	-	-	
	<b>TOTAL OF BASE PAY</b>	-	-	
<b>2</b>	<b>TOTAL CHOICE PAY</b>	-	-	
<b>A</b>	<b>COMPULSORY DEBITS</b>			
I	GROUP PERSONNEL ACCIDENT	-	-	
iii	GROUP HOSPITALISATION SCHEME <sup>(a)</sup>	-		
	Less: TOTAL COMPUSORY DEBITS		-	
	<b>AVAILABLE CHOICE PAY (2 - 2A)</b>	-	-	
<b>B</b>	<b>CHOICE PAY ELEMENTS</b>			<b>MAXIMUM LIMIT</b>
I	HOUSE RENT ALLOWANCE	-		50% of Basic
ii	CHILDREN EDUCATION ASSISTANCE	-		Rs.100/- p.m. per child (only 2 children)
iii	CHILDREN HOSTEL ALLOWANCE	-		Rs.300/-p.m. per child (only 2 children)
iv	FUEL & MAINTENANCE ( 2 Wheeler )	-		Rs.6000/-p.m.
	FUEL & MAINTENANCE ( 4 Wheeler)	-		Rs.17,000/-p.m.
V	FOOD COUPON <sup>(d)</sup>	-		Rs.1350/- or Rs. 2700/- or Rs. 4050/- or Rs. 5400/- p.m.
Vi	LTA <sup>(e)</sup>	-		2 monthly Basic p.a.
Vii	GIFT COUPONS <sup>(f)</sup>	-		Rs.5000/-p.a.
Viii	CLUB MEMBERSHIP	-		Rs.50,000/- p.a.
Ix	SUPERANNUATIONS	-		15% of Basic or Rs.1,50,000/-p.a.; whichever is less.

X	NPS (National Pension System)	-	-	Minimum - Rs.1000 pm; Maximum - 10% of Basic Salary
Xi	SPECIAL PERSONAL ALLOWANCE <sup>(g)</sup>	-	-	
	<b>AVAILABLE CHOICE PAY</b>	-	-	
	GROSS SALARY PER MONTH (1A+2B)	-	-	
<b>3</b>	<b>PLI<sup>(h)</sup></b>	-	-	

### **Guidelines for Allocation of PLI Component for New Hires**

These guidelines shall be in effect from 1<sup>st</sup> June 2024.

#### **1. Guidelines**

- 1.1. Performance Linked Incentive (PLI) forms the variable part of the executive's CTC and represents the potential earnings of the executive based on Individual and Business Performance.
- 1.2. During the process of salary fixation for new recruit, the allocation of PLI component may be as follows:

<b>Cadre</b>	<b>PLI as % of CTC</b>
SMC / TMC (Grades A-07 & above)	15% to 25%
MMC (Grades A-04 to A-06)	10% to 20%
JMC (Grades A-01 to A-03)	5% to 15%

- 1.3. Executives who have joined the company prior to the date of announcement of revised guidelines, the PLI allocation shall be as per the current ratio.
- 1.4. The above guidelines shall not be applicable to ex-MOOPL executives, OSDs, Trainees, Retainers, and Consultants.
- 1.5. The Annual Rewards Proposal approved for the respective year shall govern the administration and payout of PLI, the amount of actual payout for which shall be announced along-with PMS results.
2. These are guidelines for reference applicable across R-Infra.