



Reliance Infrastructure Limited

## Confirmation

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

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

Responsibility	<ul style="list-style-type: none"> <li>a. HR is responsible for the maintenance and advocacy of the Policy</li> <li>b. HR is responsible for compliance with local laws/ statutory requirements</li> <li>c. HR and Competent Authority / HODs are responsible for implementing and ensuring communication of this policy to all staff with support of Business HR</li> </ul>
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Assurance Check (Optional)	Head Audit
Policy Owner	HR Lead – Talent Acquisition
Final Approval	CHRO (Chief Human Resource Officer)
Topics	This document covers the policies and guidelines with respect to
	Confirmation process
Deviation	Any deviation to the Policy shall be based on final approval of R-Infra CEO / CHRO

## Confirmation of Services

### 1. Objective

- 1.1. To provide guidelines on assessment performance of new recruits during the probation period before their services are confirmed.
- 1.2. To ensure absorption of those who are suitable for the job for which they are recruited and who adhere to the Company's values and ethics.

### 2. Scope

- 2.1. This policy is applicable to Reliance Infrastructure Ltd and its Group / Associate / Subsidiary Companies, unless it is decided to have a separate policy for its purpose.
- 2.2. This policy covers all employees who are on probation and GETs / MTs/ DETs. However, for Metro business, GETs/ Trainees are on training period; once they are absorbed as regular employees then the probation starts.

### 3. Policy

- 3.1. New recruits joining in JMC and MMC cadre shall be on probation for a period defined as per Letter of Appointment. Generally probation period shall be six months.
- 3.2. The Company shall confirm the services of a Probationer on completion of the required probation period subject to the following:
  - 3.1.1 his performance being satisfactory during the probation period
  - 3.1.2 his exhibiting the Company's values and ethics
- 3.3. Confirmation is not automatic and will be formalised only when a Confirmation Letter is issued to the Probationer.
- 3.4. The probation can be extended by the Company at its discretion, based on the performance and conduct of the Probationer.
- 3.5. During the probation period, the services of a Probationer can be terminated at any time by either party by giving one month notice in writing or by payment of one month basic salary in lieu thereof. In case of termination of services by the Company, the company may not assign any reason for such termination and employee shall not be entitled to any claim, damage, compensation or any other payment on that account. (For Ex MOOPL employees, the notice period while on probation is one or three months depending on the Grades.)
- 3.6. However, in the event of resignation, the Company in its sole discretion will have an option to accept the same & relieve the employee prior to completion of the stipulated notice period, with or without, any pay in lieu of the notice period.
- 3.7. In event that the Probationer's performance is not found satisfactory during the probation period, the probation may be extended upto a period of another three months. However if the Probationer's performance is not satisfactory during this extended period, there will not be any further extension and closure of services may be considered.

- 3.8. MTs / GETs / DETs, on successful completion of training, shall be absorbed in A2 grade. Assessment of their performance before absorption shall be as per the procedure outlined below. (Trainees in MMOPL shall be absorbed in the next grade as per their role).

#### **4. Procedure**

- 4.1. The performance of the Probationer during the probation period shall be periodically assessed by his Reporting Officer. The Reporting Officer shall provide feedback to the Probationer from time to time and counsel him on ways to improve work performance if needed.
- 4.2. One month prior to the date of completion of Probation period, the concerned HR shall receive an auto mail from SAP HR System giving details of the employee who is due to complete the Probation period (Training period in case of MTs / GETs / DETs). Confidential Report shall be generated in SAP HR and sent to L1 reporting officer for his recommendations.
- 4.3. The reporting officer shall fill the Confidential report recommending Confirmation / Extension / Termination of services with clear and specific reason thereof. On submission of Confidential report by L1, it shall be sent to L2 reporting officer.
- 4.4. The L2 reporting officer shall review the Confidential Report and submit his recommendations based on the performance of the Probationer during the Probation period.
- 4.5. Based on the recommendations received, the concerned HR shall execute the appropriate action in SAP-HR and shall issue the Confirmation Letter / Extension Letter / Termination letter.
- 4.6. In case of extension of probation of an employee on account of unsatisfactory performance, his reporting officer shall give him complete feedback on expected performance levels and guidance on improvement while setting definite goals / targets for the extension period.
- 4.7. In case of MTs / GETs / DETs Letter of Absorption of service shall be issued on successful completion of training period. (In case of absorptions of GETs / MTs/ Trainees in MMOPL, appointment letter shall be issued on successful completion of training period.)

#### **5. Amendments & Interpretation**

- 5.1. This policy is subject to modification, revision and / or amendments as the need may be.
- 5.2. Any revisions / amendments desired in the policy shall be put up before Management through Head Corporate HR for due approval.
- 5.3. The discretion of Management shall be final and binding to all.



**EMPLOYEE CONFIRMATION LETTER FORMAT**

Ref No: \_\_\_\_\_

Date:

Employee Name:

Payroll No:

Dear Mr/Ms. \_\_\_\_\_,

This is further to your Appointment Letter dated <date of Appointment letter>. On successful completion of your Probation Period of six (6) months, we are pleased to inform that your appointment is confirmed with effect from <date of confirmation>.

All other terms and conditions of your Appointment Letter shall remain unchanged.

Sincerely Yours,

For Reliance Infrastructure Ltd.

Authorized Signatory



**EXTENSION OF PROBATION LETTER FORMAT**

Ref No: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Payroll No: \_\_\_\_\_

Dear Mr/Ms. \_\_\_\_\_,

This is further to your Appointment Letter dated <date of Appointment letter>.

Your probation period has been extended for the period of three (3) months, as your performance has not been found satisfactory.

You are advised to consult your reporting officer for further guidance on performance improvement.

On completion of the above extension period, your performance will be re-evaluated, based on which your services will be confirmed.

All other terms and conditions of your appointment shall remain unaltered.

Sincerely Yours,

For Reliance Infrastructure Ltd.

Authorized Signatory