



Reliance Infrastructure Limited

Deputation

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

Title	Deputation
Version	V 5.0
Creation Date	1 st June 2024
Business Scope	Reliance Infrastructure and Group / Associate Companies
Geographical	Across locations

Responsibility	<ul style="list-style-type: none">a. HR is responsible for the maintenance and advocacy of the Policyb. HR is responsible for compliance with local laws/ statutory requirementsc. HR and Competent Authority / HODs are responsible for implementing and ensuring communication of this policy to all staff with support of Business HR
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Assurance Check (Optional)	Head Audit
Policy Owner	HR Lead – Operations & Compliance
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">• Deputation Procedure• Deputation Allowance• Other benefits on Deputation
Deviation	Any deviation to the Policy shall be based on final approval of R-Infra CEO / CHRO

Deputation

1. Introduction

- 1.1. Based on exigency of work and / or business requirements, situations may arise that adequate manpower in terms of number and / or skill set may be required for a temporary period.
- 1.2. It is also necessary for our employees to develop skills by getting experience in various situations and work cultures.
- 1.3. In both these above situations, it is necessary for our employees to move to a different work location for a temporary period, which can be accomplished by means of 'Deputation'.

2. Scope

- 2.1. Unless stated and published otherwise, this topic covers all employees (consisting of executives / non-executives / OSDs / GETs / MTs / DETs) of Reliance Infrastructure Limited, and its Group / Associate Companies – both existing as well as those which will be formed as per business requirements.

3. Policy

- 3.1. Depending upon the exigencies of work or requirements for development of skills of its employees, the Company may depute any employee at its discretion to any of its units, subsidiaries, functions, divisions, offices or project sites or to any other organization anywhere in India or abroad.

3.2. Period Of Deputation

- 3.2.1. The period of deputation may be decided by the Business / Project / Function Head requiring specific skill-sets for a temporary period, which may be extended based on the work requirement at the discretion of the Management.

3.3. Visit To Family During Deputation

- 3.3.1 The employee shall be entitled to visit his family once every month.
- 3.3.2 Employee shall be entitled to Special (Paid) Leave of 2 days per month of deputation period for such visit to family, in addition to regular weekly off days, paid holidays and regular leave entitlements.
- 3.3.3 Employee can accumulate the special leave as mentioned in point 3.3.2 to visit his family. In case the employee does not avail for this facility, then such special leave entitlements shall be added in Paid Leave at the end of deputation period.
- 3.3.4 During such visits to his family, in case employee utilizes more than the entitled days with prior approval, then the days beyond the entitlement shall be treated as deducted from regular Paid Leave quota.
- 3.3.5 The travel expenses (as per the Company's Travel Policy) for such visits (to base location/permanent address/native place) shall be borne by the Company only if the employee has actually visited his family.

3.4 Deputation Allowance

- 3.4.1 To cover the daily expenses incurred towards food, accommodation and other miscellaneous expenses, the employee is eligible for Deputation allowance (as per the entitlements given in Annexure 1) if the period of deputation is more than one month.
- 3.4.2 The company shall make the bachelor stay arrangement at the place of deputation. In such case employee shall be entitled to claim 2/3rd of the deputation allowance mentioned in Annexure 1.
- 3.4.3 If the company makes arrangement for stay as well as food then employee shall be entitled to claim only half (1/2) of the deputation allowance mentioned in Annexure 1.
- 3.4.4 If the employee makes his own stay & food arrangement then he shall be entitled for 100% of the Deputation Allowance as mentioned in the Annexure.
- 3.4.5 If the period of deputation is less than one month, then the employee is eligible only for expense reimbursement / allowance as per the Company's Travel Policy.
- 3.4.6 Deputation Allowance shall be subject to income tax as per prevailing Tax Laws.

3.5 Local Travel Reimbursement

- 3.5.1 Local travel (to and from office / hotel / place of residence (in case the employee has made his own stay arrangement) and the bus stand / railway station / airport etc.) shall qualify for local travel reimbursement. However, this will not be applicable if the company makes arrangement for travel.

3.6 Salary And Other Benefits

- 3.6.1 Salary and all other allowances / benefits applicable to the employee at his original place of posting shall be payable. He shall not be entitled to destination-specific allowances / benefits, if any, unless specifically provided for in the respective policies.
- 3.6.2 In case of deputation from one site to another site, employee shall remain eligible for all perks/incentive/site allowance etc of the existing site (original posting). Deputation allowance shall be over and above the mentioned benefits.
- 3.6.3 In case of deputation from non site to site, then only deputation allowance is applicable. He shall not be entitled to perks/Incentive/site allowance etc of the new site (deputation site).
- 3.6.4 In case of deputation from one site to non-site, employee shall remain eligible for all perks/incentive/site allowance etc of the existing site (original posting). Deputation allowance shall be over and above the mentioned benefits.

3.7 Reimbursement of Expenses

- 3.7.1 While moving to the new place of work on deputation, the employee 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.

3.8 Applicable Service Rules During Deputation

- 3.8.1 While the employee on deputation is expected to meet the requirements of work at the place of deputation, he shall observe the working hours and holidays as applicable to the place of deputation.

- 3.8.2 He shall be governed by the rules and regulations as applicable to the place of deputation.
- 3.8.3 He shall not be entitled for compensatory off or any other consequential benefits thereof based on working hours and weekly off days/holidays applicable to the location of his original posting.
- 3.8.4 He shall not be eligible for any of the above-mentioned benefits such as Deputation Leave / Allowance etc., if the city of deputation is the same city as that of his current of posting. (For this purpose, Mumbai / Thane / Navi Mumbai etc. shall be considered as same city. Similarly, Delhi / Noida / Gurgaon shall be considered as same city).

4. Procedure

- 4.1. The Head of Department requiring specific manpower for a temporary period shall send a request (refer Annexure – 2 for format of Deputation Request) to the concerned HR Department Head (Destination HR Head). The Destination HR Head shall take necessary approvals from the approving authority. The approving authority for deputations shall be the same as applicable for transfers.
- 4.2. The Destination HR Head shall send the approval to the HR Department Head (Source HR Head) from where the employees are required to be identified for deputation.
- 4.3. The Source HR Head shall identify the employees for deputation in consultation with the Division / Location / Function Head and take the concurrence of the employee's immediate reporting officer.
- 4.4. The Deputation action shall be executed in SAP-HR system and the Deputation Letter (refer Annexure – 3 for format of Deputation Letter) shall be issued by the Source HR Department to the concerned employee. A copy of the Deputation Letter shall be kept in the personal file of the employee.
- 4.5. The Source HR Department shall send a copy of the Deputation Letter to the existing & prospective HoDs, Accounts/ Payroll, Administration, IT and the Corporate HR.
- 4.6. The existing HoD shall nominate an employee who shall be required to take over charge from the employee on his proceeding on deputation. The concerned employee shall be informed to handover the charge to the nominated employee.
- 4.7. On joining the new place of work, the employee shall prepare a joining report and send the same to the Destination HR Department and also Source HR Department for keeping in the Personal file, which shall be maintained by the Source HR Department

4.8. Extension of Deputation

- 4.8.1. In case the deputation period is required to be extended beyond the initial requested period, then process as given above in para 4.2 to 4.5 shall be followed.

4.9. Completion of Deputation

- 4.9.1. On completion of deputation, the employee shall hand-over the charge to a person designated by the Reporting Officer at the place of deputation.

- 4.9.2. Completion of Deputation action shall be executed in SAR-HR system and the completion of Deputation Letter (refer Annexure – 4 for format of Completion of Deputation Letter) shall be generated and printed from the system by the Destination HR Department
- 4.9.3. The Destination HR Department Head shall issue the Completion of Deputation Letter to the concerned employee, concerned employee reporting officer, Accounts / Payroll, Administration, IT and the Corporate HR/Source HR
- 4.9.4. A copy of the Completion of Deputation Letter shall be kept in the personal file of the employee.

Deputation allowance

Cadre / Grade of Employees	Deputation Allowance (Rs. Per month)		
	Class A cities	Class B cities	Class C Towns
A9 to A11	36500	30415	25855
A7 & A8 M9	30415	25855	20531
A5 & A6 & M7, M7A, M8	25855	22810	18250
A0 to A4 & M1 to M6	20530	18250	15210
DETs / D-01/ D-02 U1 / U2 / U3 SS1 / SS2 / S1 / S2 / TR	13685	12165	10645