



Reliance Infrastructure Limited

## Gratuity Policy

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

<b>Title</b>	<b>Gratuity</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	<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 – Operations & Compliance
Final Approval	CHRO (Chief Human Resource Officer)
Topics	This document covers the policies and guidelines with respect to
	<ul style="list-style-type: none"> <li>• Gratuity Calculation</li> <li>• Gratuity Processing</li> </ul>
Deviation	Any deviation to the Policy shall be based on final approval of R-Infra CEO / CHRO

## Gratuity

### 1. Introduction

- 1.1. This topic describes the rules, regulations and guidelines of the Company's Gratuity Scheme.

### 2. Scope

- 2.1. This policy covers all employees of Reliance Infrastructure Ltd and its Group / Associate / Subsidiary Companies, unless it is decided to have a separate policy for its purpose.

### 3. Policy

- 3.1. All Employees are governed by the Payment of Gratuity Act, 1972 or Company's Gratuity Scheme whichever is more beneficial.
- 3.2. As per the Company's Gratuity Scheme, computation of Gratuity shall be as under:

$$\frac{\text{(Basic + 75\% of DA subject to ceiling of Rs. 16000/-)}}{26} \times \text{No of days salary per completed year of service as per Table 1} \times \text{Eligible number of months as per Table 1 for Gratuity Computation}$$

- 3.3. For the purpose of Gratuity under the Company's Scheme 'salary' shall mean Basic salary plus 75% of Dearness Allowance (where applicable) last drawn subject to the ceiling of Rs.16000/- for Dearness Allowance.
- 3.4. For the computation of salary of one day, the monthly salary is to be divided by 26 days. In Table 1, where quantum of salary per completed year of service is mentioned as a fraction of month (e.g 1/3<sup>rd</sup> of a month, half month etc.) division by 26 shall not be applicable.
- 3.5. Under the Company's Scheme, the actual years of service completed (without rounding off) shall be considered to decide the eligible slab of number of years of service as per Table-1.
- 3.6. For employees transferred from other Group Companies to R-Infra, including employees transferred from RIL during demerger, their initial date of joining the Group shall be considered for calculation of Gratuity amount. Their Gratuity amount shall to be calculated for entire tenure of Reliance Group (including tenure of employees from RIL during demerger) and if any Gratuity amount is already paid to the employee earlier by the Group Company, that shall be deducted from payable amount.
- 3.7. Gratuity computation shall be based on the eligibility of employee for number of days / months salary as given in Table-1.
- 3.8. On Death or Permanent Disability
- 3.8.1. On the death of an employee while in service of the Company, or on permanent physical or mental disability of an employee while in the service of the Company, rendering it impossible for him to serve anywhere in any capacity, the Gratuity computation shall be as per Table-1 given below.

3.8.2. In case of death of an employee during service the Gratuity amount shall be paid to the heirs or executors or nominees of the employee.

**Table-1**

Reason for Separation -->	Death or permanent disability		Retirement		Resignation and any other	
Completed years of Service in the Company	No. of days or months Salary per completed year of service	Maximum total Gratuity in terms of number of months' salary - upto	No. of days or months Salary per completed year of service	Maximum total Gratuity in terms of number of months' salary - upto	No. of days or months Salary per completed year of service	Maximum total Gratuity in terms of number of months' salary - upto
Up to 5 years	26 days	5 month	Nil	Nil	Nil	Nil
More than 5 years but less than 10 years	26 days	10 month	Half of a month	10 month	1/3 <sup>rd</sup> of a month	10 month
More than 10 years but less than 15 years	26 days	15 month	26 days	15 month	2/3 <sup>rd</sup> of a month	15 month
More than 15 years but less than 20 years	27 days	20 month	27 days	20 month	27 days	20 month
More than 20 years but less than 25 years	27 days	23 month	27 days	23 month	27 days	23 month
More than 25 years but less than 30 years	27 days	25 month	27 days	25 month	27 days	25 month
More than 30 years but less than 35 years	27 days	27 month	27 days	27 month	27 days	27 month
After completion of 35 yrs & above	27 days	29 month	27 days	29 month	27 days	29 month

\* Note – Above calculation is applicable to R-Infra and its SPVs excluding BSES Discoms

3.9. Advance against Gratuity: A non-refundable advance against Gratuity not exceeding one third of the total amount may be paid to the employee two years prior to due date of retirement (attainment of 58 yrs of age) at the request of the employee.

#### 4. Procedure

- 4.1. At time of separation of an employee from the Company, the concerned HR executive shall advise Accounts Department for calculation of Gratuity if applicable (Refer Annexure – 06.03.01 for the format of the letter).
- 4.2. The Accounts Department shall compute the payable Gratuity amount and then obtain concurrence of respective HR and Gratuity Trust for payment of Gratuity.
- 4.3. Employee desirous of obtaining an advance against Gratuity shall submit an application for advance to the concerned HR executive through his Business / Function Head. The concerned HR executive shall advise the Accounts Department to make necessary advance payment.

**Annexure –1**

**DATA FOR PREPARATION OF GRATUITY DUES**

Mr/Ms.\_\_\_\_\_ resigned / retired / separated from the employment on  
\_\_\_\_\_. Please arrange to put up his/her Gratuity for sanction.

Name	:
Pay roll no	:
Designation	:
Department	:
Date of birth	:
Date of joining the company	:
Date of cessation of services from company	:
Reason for cessation of work	:
Rate of salary at the time of Cessation of work	:
Address as per records of the company	:

Authorized Signatory

Date: