



Reliance Infrastructure Limited

Transfers

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

Title	Transfers
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 Policy b. HR is responsible for compliance with local laws/ statutory requirements c. 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	This document covers the policies and guidelines with respect to
	<ul style="list-style-type: none"> • Transfers Procedure • Reimbursement of expenses related to movement
Deviation	Any deviation to the Policy shall be based on final approval of R-Infra CEO / CHRO

Transfers

1. Introduction

- 1.1. It is the philosophy of our Company to develop internal talent and provide career growth opportunities to the employees.
- 1.2. 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 business / function / department.
- 1.3. Hence it is may be necessary for employees to move to a different work location / business / function, which can be accomplished by means of Transfer.

2. Scope

- 2.1. This policy covers all employees across of R-Infra and its Associate / Group companies.

3. Policy

- 3.1. The Company, at its discretion, shall transfer any employee to any of its Group Companies, Businesses, Divisions, Functions, Regions, Units, Departments, Sections, Project / Site Offices anywhere in India or abroad, depending upon the exigencies of work.
- 3.2. The Company may, at its sole discretion, also consider requests for transfer from Employee to another Business, Division, Function, Department, Section, Project or Site Office based on the position requirements and employee fitment.

4. Procedure

- 4.1. The concerned HOD that requires manpower shall communicate the requirement to respective Business HR.
- 4.2. The Business HR team shall identify employee for transfer within their Business or from another Business in consultation with Corporate HR and that particular Business HR team.
- 4.3. Employee may also be transferred as a part of Job Rotation initiated by respective Business HR / Corporate HR.
- 4.4. Employee can also be transferred based on his application against an IJP (Internal Job Posting) and subsequent selection and relieving as per IJP Policy.
- 4.5. In case an Employee requires transfer due to his personal reasons, he shall submit the request for transfer to his HOD. The concerned HOD shall forward the request along with his recommendations to respective Business HR.
- 4.6. On receipt of such request, Business HR shall evaluate the possibility of transfer in consultation with Corporate HR, based on the current profile and skills of the employee and position requirements at the place of transfer.
- 4.7. Once the employee is identified for transfer, Business HR for that employee shall obtain necessary approval for his transfer from his current as well as proposed Business / Function Head.

- 4.8. On finalization and approval of both Business / Function Heads for transfer, existing Business HR shall execute the transfer action in SAP-HR and issue the Transfer Letter to the concerned employee through his reporting officer.
- 4.9. Copy of the Transfer Letter shall be signed by the concerned employee and returned to the HR department.
- 4.10. The concerned Business HR executive shall send a copy of the Transfer Letter to the Accounts / Administration department of the existing as well as new Business / Function / location.
- 4.11. In case of inter-business transfer, the existing Business HR shall send the Personal File of the Employee to the new Business HR where the employee is being transferred.
- 4.12. In case of transfer from one Reliance Group Company to another, the employee shall be governed by the rules & regulations of the new Company.
- 4.13. Subsequent to the transfer of the employee, his CTC shall remain unchanged. He shall be eligible for any allowances / incentives (which are not part of CTC) applicable to the new Business / Function / location; consequently any allowances / incentives applicable to his existing Business / Function / location shall stand withdrawn.
- 4.14. The performance appraisal of the transferred employee shall be governed by the process as per the extant Policy on Performance Management.
- 4.15. On joining the new place of work, the employee shall prepare a Joining Report and send the same to the respective Business HR for records.

4.16. Reimbursement of expenses in case of Transfer from one city to another

- 4.16.1. While moving to the new place of work on transfer, the employee shall be eligible for paid leave upto 7 days to enable him to shift his family and personal belongings, subject to approval of Function Head.
- 4.16.2. Employee 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.
- 4.16.3. For journey on transfer, the employee along with his family shall be eligible for the same mode and class of travel as applicable to the employee for outstation travel. (Refer Travel Policy for details).
- 4.16.4. Employees shall be entitled to claim transport charges for personal effects weighing not above one wagonload subject to the production of vouchers. In addition, employees shall be entitled for the transport charges for one vehicle (2-wheeler / 4-wheeler).
- 4.16.5. To facilitate the employee 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. Eligibility for the stay will be as per the provisions under the Travel Policy.
- 4.16.6. If an employee has to extend his stay in the Guest House, approval of Function Head, Head Administration & Head Business HR is mandatory.

- 4.16.7. During the first 15 days, Guest House Accommodation will be free of cost. However, beyond 15 days, the employee shall be charged for all the facilities including stay, food, beverages, etc. depending on the rates applicable at the Guest House at various locations.
- 4.16.8. Rates per room for stay beyond 15 days at the Guest House in Delhi, Mumbai, Chennai, Bangalore and Calcutta shall be Rs. 1000/- per day and in other locations Rs. 500/- per day. Rates for stay beyond 30 days at the Guest House in Delhi, Mumbai, Chennai, Bangalore and Calcutta shall be Rs. 2000/- per day and in other locations Rs. 1000/- per day.
- 4.16.9. In event that Guest House accommodation is not available, employee shall be provided with stay arrangement at hotel for maximum period 15 days, as per his entitlement in Travel Policy. Employees shall be provided with only stay arrangements. All other bills related to Food etc. shall be borne by the employee. In case the employee stays for more than 15 days in the hotel, the expenses beyond 15 days shall be deducted from the salary.