

TRANSFER & DEPUTATION POLICY



VERSION CONTROL

VERSION NO	DATE	DESCRIPTION
1.0	01/04/2009	GROUP HR
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3.0	01-Oct-2021	Redrafted, Added Car Transport Allowance to MMC3 & MMC4 City Compensatory Allowance Added.

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1. OBJECTIVES:

The main objective of the Group Transfer Policy is to maintain a smooth movement of employees by providing all support for relocation.

2. APPLICABILITY:

This policy is applicable for all RSB Group Employees for following events:

- **New Joiner** – An Employee is joining RSB Group from another location/state.
- **Employee Transfer** –Existing RSB Group Employee transferred from one location/state to another location/state.
- **Deputation** – When an existing RSB Group Employee is on deputation to other location for official work for limited time.

3. PURPOSE OF TRANSFER/DEPUTATION:

- a) Fill the vacant position in the Group with the best talent available
- b) To provide employees a better career growth opportunity.
- c) Broaden the employee’s experience.
- d) To resolve an organizational problem or open a new Plant/Unit.
- e) Promote employee & give higher responsibilities.
- f) Give more exposure to different geographical areas.
- g) To maintain balance of manpower strength in different location/Plants/Office/Units etc.
- h) Training purpose.

4. TRANSFER GUIDELINES:

Key position holder – Plant Head/ Business Unit Head/Specialists/Functional Heads/HOD can be transferred from one location/unit/plant/office to another location/unit/plant/office after 5 years of service at a particular location/function.

5. TYPES OF TRANSFER & APPROVAL AUTHORITY MATRIX:

TRANSFER TYPE	DEFINITION	RELIEVING SIDE APPROVAL AUTHORITY	RECEIVING SIDE APPROVAL AUTHORITY	FINAL APPROVAL
A	Inter-Departmental Transfer: The transfer of an employee to New Up-Coming Projects/Plants/Units etc.	Plant Head/Functional Head and Relieving Location HR Head	NA	Plant Head/Function Head/ Group Operation Head/Group Functional Head & Group HR Head
B	Within City Transfer: The transfer of an employee from one Office/Plant/Unit to another Office/Plant/Unit within the same City etc.	Plant Head/Functional Head and Relieving Location HR Head	Plant Head/Functional Head and Relieving Location HR Head	Group Operation Head/Group Functional Head & Group HR Head
C	Another City/State: The transfer of an employee from one Office/Plant/Units to another Office/Plant/Units, another City/State etc.	Plant Head/Functional Head and Relieving Location HR Head	Plant Head/Functional Head and Relieving Location HR Head	Group Operation Head/Group Functional Head & Group HR Head
D	RSB Group Companies Transfer: The transfer of an employee within RSB Group Companies	Plant Head/Functional	Plant Head/Functional	Group Operation Head/Group

	which can be in the same city/State or another City/State etc.	Head and Relieving Location HR Head	Head and Relieving Location HR Head	Functional Head & Group HR Head
E	Upcoming Projects: An Employee can be transferred to any new upcoming Site/Project/Plant/Unit/Office etc.	Plant Head/Functional Head and Relieving Location HR Head	NA	Group Operation Head/Group Functional Head & Group HR Head

6. RESPONSIBILITY MATRIX -

DEFINITION:

Relieving Location HR: Head HR of the Plant/Office/Unit from where the Employee has been transferred **From**.

Receiving Location HR: Head HR of the Plant/Office/Unit from where the Employee has been transferred **To**.

NO.	RELIEVING LOCATION HR/HOD/PLANT HEAD	RECEIVING LOCATION HR
01	Reliever Location HR should ensure the TRP is duly signed by the required authorities (both sides – Relieving and Receiving)	Receiving Location HR should ensure the TRP is duly signed by the required authorities. (Both sides – Relieving and Receiving)
02	The performance appraisal report must be completed for the employee prior to relocation if the service period is more than 6 months in an appraisal cycle.	Should ensure the Performance appraiser report has been completed as per applicability and eligibility.
03	Must ensure a transfer letter has been issued to the Transferred Employee and to all concerns – Receiving Location HR and concerned Department/Plant/Unit/Business Head.	Receiving Location HR should ensure the smooth relocation of the transferred employee. (As per eligibility and applicability.)
04	Should dispatch or transfer the personal files, Leave, Attendance details, Payroll-related information (Bank Account/ PF) of the transferred employee to the Receiving Location HR Head within 7 days of the relocation.	Receiving Location HR should ensure all the necessary HR related application system are updated and new IDs if required to be created of the transferred employee. Receiving Location HR should ensure relocation charges (as per eligibility) to be paid to the Transferred Employee as per Process.
05	Relieving Location HR/Plant Head/Functional Head should ensure all System Access Authorization of any kind (Singing Authority with Bank/Govt. Institution/JDE Functional/Technical User Access/Others) related to the transferred employee should be deactivated before relieving him/her.	System Updating: Receiving Location HR should ensure the all the necessary approvals/accesses/authorization are sought to make transferred employee functional.
07	Relieving Location HR should ensure the Transferred Employee is clearly briefed about the transfer Policy.	Receiving Location HR should ensure and settle relocation charges/travel expenses/Accommodation etc. (As per eligibility and applicability mentioned in Travel and Accommodation Policy and Transfer Policy) and assist/support the Transferred Employee in finding accommodation.

7. TRANSFER LEAVES:

The Transferred employee/New Joiners will be entitled for maximum 5 (Five) days Transfer Leaves (including travel days) for house and school arrangements etc. only in case the transfer is from **One City/State to another State/City. (However, the leaves must be prior approved from Location/Plant HR Head and Plant Head as the leaves will be based on case to case)**

PLEASE NOTE:

This benefit is not applicable in the case of transfer is on the grounds of poor conduct and poor performance.

8. TRAVEL AND ACCOMMODATION:

During Transfer, employee will get the travel and accommodation facilities as per the below guidelines- only in case of the transfer is from One **City/State to another State/City.**

In Planned Transfer Case – The Transferred Employee and his/her family (Wife, Children and Parents) will be entitled for one-way travelling expenses & accommodation in Hotel/Guest House for 2 Days. (As per Travel and Accommodation Policy).

In Emergency Transfer Case: The company will provide accommodation in **Guesthouse/Hotel** for maximum period of **15** days to the Transferred Employee as per entitlement (As per the **Travel and Accommodation Policy**)

Please Note: Once the the employee is Transferred to another location, the company will not provide any kind of conveyance/ guest house accommodation beyond policy however those plant/units who have company bus facility may be availed as per availability.

9. TRANSPORTATION OF HOUSEHOLD ITEMS AND CAR:



Transferred/New Joiner- Employee will be eligible for Transportation Charges of Household Items and Four-Wheeler (Car) provided the transfer is from **One City/State to another State/City** irrespective of Transfer Type as per below guidelines:

GUIDELINES:

- a) Transferred Employee must submit at-least 3(three) quotations from transporter and take approval from Location HR Head. The transportation charges should be inclusive of Packing, Loading, Transporting, Unloading and transit insurance premium. A maximum of 1 lorry load or equivalent by railway goods service is maximum permissible. The Receiving location HR should reimburse the relocation charges of household goods etc. as per applicability.
- b) The company will not be liable to pay insurance for the transported goods.
- c) In the case of a self-request transfer, the employee will not be entitled to any of the above-mentioned benefits.
- d) The Transportation Charges and Travel Changes will be reimbursed, will not be paid as Advance pay.
- e) The above charges are not applicable in case of Deputation.

- f) The above **Transportation of Household Items and Car reimbursement** of charges are applicable for **New Joiners**. In case the new joiners leaves the organization within **12 months of joining**, the same charges will be deducted from the full and final settlement.

SR.	CADRE	HOUSEHOLD ITEMS SHIFTING COST	CAR SHIFTING CHARGES
1	SMC	Maximum Limit is - Rs.50,000/ or the amount negotiated, whichever is lower will be paid.	Maximum Limit Rs.15,000/ or the amount negotiated, whichever is lower will be paid. OR Employee can claim on per kilometer basis (Present Location to New Location) for one side distance as transportation cost of Car. Please refer Travel & Accommodation policy.
2	MMC3 & MMC4	Maximum Limit is -Rs.35,000/ or the amount negotiated, whichever is lower will be paid.	Maximum Limit Rs.15,000/ or the amount negotiated, whichever is lower will be paid with effect from 01-Nov-2021 . OR Employee can claim on per kilometer basis (Present Location to New Location) for one side distance as transportation cost of Car. Please refer Travel & Accommodation policy.
3	MMC1 & MMC2	Maximum Limit is - Rs.35,000 or the amount negotiated, whichever is lower will be paid.	Not Applicable
3	JMC	Maximum Limit is Rs.30,000/ or the amount negotiated, whichever is lower will be paid.	Not Applicable
4	Staff/Associates	Maximum Limit is Rs.15,000/ or the amount negotiated, whichever is lower will be paid.	Not Applicable

10. TRANSFER ALLOWANCE - City Compensatory Allowance (CCA):

The CCA allowance will be applicable/eligible under the following guidelines:

1. The transfer should be business related / initiated by company only. The allowance will not be applicable if the employee has raised the transfer request for the personal reasons.
2. The CCA allowance will be in addition to the CTC for first 3 years from the date of transfer and will not be considered as Performance Appraisal.
3. This will remain as allowance for 3 Years, after that same can be added to the CTC if the employee remains in the same location.
4. In case employee has another transfer to a new location within or less than three years, new allowance will be based on transfer conditions and eligibility.
5. In case employee comes back to original location within 3 Years, the allowance will be stopped.
6. CCA amount will be as per Compensation and Benefit policy.

City Category	Location Covered
A Category	Delhi NCR, Mumbai, Pune, Hyderabad, Bangalore, Kolkata, Chennai
B Category	All Other state capital not included in Category A
C Category	All Other locations other than Category "A" and "B"
Other Category	Transfer to Same / Lower City Category than Current City Category

11. DEPUTATION:

In case of some urgent business requirement, any employee can be deputed to any of the Location/Units/Office/Etc on temporary basis based on the approval of concerned **approving authorities**** with proper justification. The deputation period can be between **1 month** to maximum **6 months** to a particular Location/Office/Plant.

Please Note: Deputation should be approved by corporate Group HR Head. (ED-Group HR)

During Deputation period company will provide Accommodation and Food (Breakfast, Lunch and Dinner) as per the Group **Travel and Accommodation Policy** and employee will get per day deputation allowance to meet other out of pocket expenses as per following criteria.

12. DEPUTATION ALLOWANCE:

Sr. No.	Cadre/Grade	DEPUTATION ALLOWANCE PER DAY (RS)		
		A-CITY TYPE	B-CITY TYPE	C-CITY TYPE
1	SMC	150	120	100
2	MMC	100	80	50
3	JMC/MT/GET	50	40	30
4	DET/Staff/Assoc.	40	30	25

PLEASE NOTE:

- Employee will be paid the Deputation Allowance as per the Reimbursement Process and based on the above table and as per. **City Type.** (Please refer below Table for type of city category.)
- Employee can't claim out of pocket expenses as per the Group **Travel & Accommodation Policy.**
- Deputation allowance is not applicable in deputation within the city and Self-initiated deputation.**

CITY TYPE/CATEFOGRY:

A-CLASS CITY	Mumbai, Delhi, Kolkata, Chennai, Bangalore, Hyderabad and Pune
B-CLASS CITY	Bhubaneswar, Jamshedpur, Surat, Gandhinagar, Lucknow, Jaipur, Chandigarh, Pune, Agra, Goa, Kanpur, Varanasi, Aurangabad, Srinagar, Mussoorie, Darjeeling, Shimla, Gangtok, Khajuraho, Nagpur, Nainital, Patna, Guwahati, Bhopal, Gwalior, Indore, Vijayawada, Madurai, Siliguri, Ranchi, Udaipur, Baroda, Raipur, Jodhpur, Baroda, Vizag and Cochin.
C-CLASS CITY	Other Cities not Listed

13. POLICY GOVERNANCE: This Policy is solely governed by the Corporate HR department.

14. EXCEPTIONS: Any exceptions/deviations in this policy should be approved by **ED- Group HR**