



POLICY & GUIDELINES

Marriage Gift Policy

EFFECTIVE DATE
April 01, 2017

POLICY No. & VERSION
HR / 2017 /Marriage Gift Policy /
Version 1.0

ISSUING DEPARTMENT
Human Resources

TOTAL NO. OF PAGES
03

Objective

To bring about uniformity of approach with regards to the attendance and giving of gifts at the time of marriage of the employee or his son/daughter, for and on behalf of the Company.

Scope

Applies for all employees across PVR Group Companies, all businesses, functions and geographies.

General Guidelines

- Every employee who is on-rolls may avail this benefit subject to minimum of six months of continuous service in the company.
- Head of the respective department / Reporting Manager are required to forward a request for the wedding gift as and when called for, to the HR SPOC with the wedding invitation card. The request to the HR department shall be sent well in advance so that the team can assure the readiness of the Cheque / Draft / NEFT transfer in good time.
- HR SPOC/ Reporting Manager is responsible for providing the gift amount along with the wedding letter to the concerned employee on or post his/her marriage date.
- The intention of this policy is to ensure that the Company is represented through at one of its representatives (as per the applicability table below) at appropriate levels in all such functions and at the same time token amount by way of gift is handed over to the employee on behalf of the Company. (This does not purport to substitute or overrule the participation of any other executive in such functions in his/her individual capacity.)
- At Cinemas, the Manager along with the Duty Officer would co – ordinate this work and would ensure that the representative is present to represent the Company and if, for any reason it is not possible for that particular representative to be present, to arrange for an alternative. It would also be ensured that the requisite amount to be given as gift (as mentioned below) is made available well in time and a suitable letter on behalf of the Company accompanies the gift (as per the attached Annexure below).
- In case of outstation marriages, Cheque/ NEFT transfer /Draft may be sent along with a congratulatory note.

Applicability

| Marriage Gift Policy | | | | |
|----------------------|-------------|-----------|----------------------|-------------------|
| S.No | Eligibility | Amount | Representative | Letter From |
| 1 | All Grades | Rs. 5,100 | Reporting Manager/HR | Reporting Manager |

Policy Review / Amendments / Modifications / Withdrawal

This policy will be reviewed from time to time and the company reserves the right to modify/amend/alter and/or withdraw the policy at its discretion.

In case of any exceptions, the interpretation of above terms by the CHRO shall be final.

Annexure

Date: DD/MM/YYYY

To,
Employee Name,
Employee code
Address Line 1,
Address Line 2,
City Name

Dear <Name>,

Heartiest congratulations on the auspicious occasion of your marriage.

As a token gift an amount of **Rs. 5100** is remitted on behalf of the Company.

Please accept our best wishes for the newlyweds and the other family members.

(Authorized Signatory Name)

Authorized Signatory Designation