



POLICY & GUIDELINES

Transfer Policy

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ISSUING DEPARTMENT
Human Resources

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Preamble

In the changing business environment, role/profile of employees needs to be augmented continuously. For organizational requirements, employees may be required to relocate across sites/locations within India. Company shall endeavour to facilitate the smooth transition of the employees along with their immediate family, if required.

This policy is intended to ensure a transparent and common procedure that encourages employees to develop their career within organization. This policy outlines the procedure to be followed by HR departments, line managers and employees.

Objective

- To standardize the process that encourages our employees to develop their careers across the PVR group.
- To ensure continuity of management and systematic succession planning for keys roles across levels.
- To enhance productivity and encourage role enhancement.
- To ensure rotational redeployment of the personnel from sensitive roles.

Scope

This policy is applicable for all staff of PVR Group Companies.

Basis of Transfer

The Company may require employees to transfer to specific positions based on business needs and conditions.

Transfers shall be based on:

- Vacancies created due to promotions, creation of new roles and retirement.
- Job rotation requirement in synchronization with the role.
- Past experience in various functions and nature of jobs handled.
- Surplus or Shortage of Manpower at any location.

Eligibility

- Minimum of 12 months continuous service in present position.
- Job performance at a satisfactory level.
- Meet the minimum experience, skill, and education qualifications for the open position.

Types of Transfer

- 1. Inter-State Transfer:** The movement of employees from one state to another state, in the same or other department.
- 2. Intra-State/City Transfer:** The movement of employees within the same state, in the same or other department.

Transfer letter & communication to all concerned in effect to the transfer is mandatorily to be issued by respective HR SPOC.

Entitlements

The below mentioned expenses may be claimed by the employee in case of Inter-State Transfer or Intra-state transfer involving relocation distance from the base location of involving 100Kms.

- 1. Travel Expenses:** The employee shall be entitled for a one-time one-way fare for self and immediate family as per his/her entitlement mentioned as per his/her level in the domestic travel policy. Immediate family refers to wife/husband, dependent children and dependant parents.
- 2. Settlement Expenses:** A one-time taxable settling allowance should be paid with the salary to the employee. The payroll input of the same should be provided by the respective HR SPOC in the upcoming payroll month.

Grade	E4-E1	M6-M5	M4 & Above
Settling Expense	Rs 10,000	Rs 20,000	Rs 30,000

- 3. Household Effect:** Employees are entitled for reimbursement of the expenses incurred towards movement of household goods to the transferred destination to the maximum of 1 truckload (19ft).
- 4. Transfer of Vehicle:** Employees are entitled for reimbursement of the expenses incurred towards movement of self/family owned vehicle to the transferred destination.

Grade	E4-E1	M6-M5	M4 & Above
Transfer of Vehicle	1 Two-wheeler	1 Four-wheeler 1 Two-wheeler	2 Four-wheelers 1 Two-wheeler

In case the vehicle is driven (Self or Chauffer) to the place of transfer, the reimbursement will be done on per km charges as per domestic travel policy. In that case, employee has to submit an expense report to the company attaching all relevant receipts (Enroute Petrol Bills & Toll Receipts).

- 5. Transit Period:** All employees & their family on transfers shall be permitted to stay in a hotel as per their domestic travel policy entitlements for a period of 7 days. These bookings may be done through admin at the corporate office, as far as possible.
- 6. Compensatory City Allowance on Transfer (CCA(T)):** All employees on permanent transfer will be given CCA(T) as per the table mentioned below to meet the additional expenses arising out of

transfer and relocation to new city. The same will be stopped on return back to the previous station. These will be based on the class of the transferred city as defined in the domestic travel policy.

CCA(T)-Compensatory City Allowance on Transfer

Grade	% of Existing Gross Salary		
	Class A City	Class B City	Class C City
M4	Upto 25%	Upto 20%	Upto 15%
M5 & M6	Upto 30%	Upto 25%	Upto 20%
E	Upto 35%	Upto 30%	Upto 25%

The addition of CCA(T) should be explicitly mentioned and its amount would be decided based on the salary ranges by the HR. CCA(T) will not be considered for the purpose of increment and hence increment will be on CTC (Excluding CCA(T)).

In case an employee is transferred from Class A to B and then to C, the employee is eligible for all other claims of transfer & revised (reduced) CCA(T) as applicable. Similarly, in case an employee is transferred from Class C to B and then to A, the employee is eligible for all other claims of transfer & revised (increased) CCA(T) as applicable.

- Rental Security:** In case of transfer of an employee to a new city, wherein the employee has to give a security equal to rent of more than 2 months, the company may give the excess amount as advance. The same shall be recovered from the employee through EMI equal to the number of months above the standard 2 months from the 3rd month of transfer. The employee shall have to refund the outstanding security in case of his/her revert from the new location in case the entire amount has not been deducted. Rental Security for Mumbai/Chennai/Bengaluru will be decided and approved by CFO/CHRO on a case to case basis.
- Separation:** In case, an employee separates on his/her own accord from the company within 6 months from date of his/her transfer to new location, all the expenses (Travel of self & family to new city, Household effects transfer, Rental security, CCA) claimed above shall be recoverable without interest during his/her full and final settlement. HR SPOC post consultation with accounts will provide the Full & Final Input to payroll for recovery.

Procedure & Guidelines

Transfer Initiation & Approval

- The transfer request should be initiated & approved as per the below matrix and forwarded to the respective HR SPOC/RHR.

Particulars	Initiating Authority	Approving Authority
Grade M4 & Above	HOD (M3 & Above)	HOD + 1 (M2 & Above)
Grade M6-M5 (Except CM/CGM/Area Manager)	HOD (Not below M4)	HOD (M3 & Above)
CM/CGM/ Area Manager	Regional Manager	CCO + COO
Grade E4-E1 (Cinema)	Reporting Manager	Functional Regional Manager
Grade E4-E1 (Corp & RO)	Reporting Manager	HOD (M3 & Above)

2. The HR SPOC/RHR should check the eligibility of the employee being transferred.
3. The date of transfer should be in agreement by the employee, HOD of the transferred department/location and HOD of the transferee department/location, in consultation with the RHR.
4. HR SPOC should issue a transfer letter as per Annexure – A.

Process of Claims Reimbursements

- Employee is required to submit detailed quotations giving the total costs (transportation / insurance / packing / unpacking etc) from three different sources, a list of family members and their travel plan & shifting, with the estimated costs to HR SPOC.
- Once the quotations are verified by the HR SPOC & approved by the RHR, the employee is expected to coordinate with the selected transporter and organize packing and moving of his/her household goods.
- Payment has to be made by the employee to the transporter directly and claim reimbursement.
- Transit insurance and expenses of the vehicle could be claimed on actual subject to submission of the original supporting produced for the same.
- Following original bills/supporting documents must be submitted along with the claim:
 - List of the items shifted (Incl or Excl Car).
 - Invoices for transportation charges, loading/unloading, packing/unpacking etc.
 - Receipts for the payment of transportation charges, loading/unloading, packing/unpacking etc.
 - Insurance cover note.
 - Insurance payment receipt from the Insurance Company (For Household Effect & Vehicle)
 - Octroi Receipt

The employee must submit the bills along with the three quotations on the portal including the bills pertaining to travel and transportation of household goods, within 2 month of travel. The payments of the claims shall be made to the employee within 1 month of bills submission or next reimbursement cycle.

Transfer initiated on personal request of employees and not due to business requirement will be at the cost of the employee and no entitlement of transfer policy should be applicable.

In case any Employee tries to influence transfer through other than normal channel, it shall be taken as violation of Code of Conduct.

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 doubt, the interpretation of above terms by the CHRO shall be final.

No exceptions shall be permitted under the policy unless specifically approved by the CFO/CEO/CHRO.

Annexure – A (Addition of CCA(T))

<<Date>>

<<Name>>

Employee Code: <<>>

<<Department>>

Subject: Transfer of Services

Dear <<First Name>>,

We are pleased to inform you that your services are being transferred from <<Location>>(NAV Code) to <<Location>>(NAV Code) as <<Designation>> (Grade) with effect from <<Date of Transfer in DD-MMM-YYYY>>.

In view of the transfer, you are entitled for a City Compensatory Allowance (CCA(T)) of INR << CCA(T) Amount>>. This CCA(T) will be stopped on transfer back to base location. The break-up of your annual compensation is as per Annexure-A.

All other terms & conditions of your employment will remain unchanged.

Please report to <<New Reporting Manager Name>> – <<Designation>> for further instructions regarding your new assignment.

We wish all the best for your new assignment.

For **PVR Limited**

<<Authorized Signatory Name>>

<<Authorized Signatory Designation>>