



POLICY & GUIDELINES

Deputation Policy

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ISSUING DEPARTMENT
Human Resources

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Preamble

This policy is intended to ensure a transparent and common procedure to be followed in business exigencies wherein an employee needs to temporarily relocate to a new place for a specified period of time.

Definition

Long Stay/Deputation: Due to business exigencies and requirements, an employee may be required to be posted to another location other than the primary base location. If such posting requires an employee to relocate from the base location beyond 30 continuous days and not exceeding 6 months (unless extended in writing), then it is defined as Long Stay/Deputation.

In such cases, Letter of Deputation/Long Stay shall be issued.

Procedure & Guidelines

1. The immediate supervisor will initiate the deputation request to the Head of Department for approval.
2. The immediate supervisor will then forward the HOD approval along with duration of deputation (not less than 30 Days & not more than 6 months) to the Corporate HR at least 15 days before the start of deputation.
3. The corporate HR will then issue a deputation letter (Annexure-A) from HR official email id or a hard copy letter to the concerned employee at least 10 days before the start of deputation.
4. Corporate HR will send the deputation intimation & copy of the issued letter to the Regional HR Head & HR SPOC for related support of Attendance, Leave, Reporting Manager Changes, Grievance, Local Help etc.
5. The employee so deputed should connect with the deputed area HR SPOC within 3 days of start of deputation.
6. Corporate HR will assign roaming profile to the deputed employee for the purpose of Attendance Monitoring. The roaming profile should be revoked once the deputation ends.
7. In case of non-existence of attendance terminal at site, HR SPOC will maintain manual attendance & update the leaves quota on the attendance monitoring system till the attendance terminal is installed.
8. The deputed region's HR SPOC will share the payroll input for the deputed employee during the period of deputation.
9. For early closure of deputation a Deputation Cessation Letter as per Annexure-B is to be issued following the guidelines 1-8.

10. For extension of deputation, an extension of deputation letter as per Annexure-C is to be issued as per the guidelines 1-8.
11. In case of deputation to another location, a fresh letter of Deputation as per Annexure-A is to be issued as per the guidelines 1-8.

Entitlements

Any employee posted to another location other than primary location on deputation is entitled to the below mentioned monthly entitlements only, unless otherwise mentioned in a separate communication.

12. Table-A

S.No.	Grade	Expense	#Class A City	#Class B City	#Class C City
		Rental Accommodation/Month			
1	M3-M4	Unfurnished	Rs.7500/-	Rs.5000/-	Rs.3000/-
		Furnished	Rs.10000/-	Rs.7500/-	Rs.5000/-
	M5-M6	Unfurnished	Rs.5500/-	Rs.4000/-	Rs.2500/-
		Furnished	Rs.7500/-	Rs.5000/-	Rs.3000/-
	E 1-2-3-4	Unfurnished	Rs.4500/-	Rs.3000/-	Rs.2000/-
		Furnished	Rs.5500/-	Rs.4000/-	Rs.2500/-
2	M3-M4	Deputation Allowance Per Day*	Rs.800/-	Rs.600/-	Rs.500/-
	M5-M6		Rs.600/-	Rs.400/-	Rs.300/-
	E 1-2-3-4		Rs.400/-	Rs.300/-	Rs.250/-

*Towards meeting all the costs like F&B, Housekeeping, Laundry, Conveyance – The amount shall be paid as part of the monthly salary on the basis of input by Corporate HRSPOC as per the deputation letter

#Class of city is as defined in the company’s domestic travel policy.

Process of Claims Reimbursements

1. Employee shall arrange for the accommodation in the Guest House/Service Apartment/Rental Accommodation as per entitlements only. The rent shall be paid on actual to the landlord to the maximum of entitlements mentioned in Table-A above. The rent agreement should be in the name of the company under possession of the employee.
2. A self-certified rent process request along with the copy of the Rent Agreement has to be submitted each month by the employee to the centralized rent processing team by 01st of every month. The payment of the rentals will be made by 10th.
3. Employee may seek advance on security equivalent to 2 months’ rent, the receipt of the same has to be submitted to the company within 1 month. The advance should continue with the employee unless returned to the company on the completion of deputation. In case, an employee fails to return/returns a lesser value of security on completion of deputation, the same should be recovered in the next month’s salary/F&F as applicable.
4. The employee may claim brokerage, if applicable, limited to 15 days rent, for which a receipt has to be submitted.

5. No expenses other than the rent, security advance and brokerage shall be claimed by the employee on deputation.
6. Deputation Allowance shall be processed month on month as per the terms mentioned in the deputation letter. Payment of the same is subject to applicable rules under the Income Tax Act.
7. In exceptional and deserving cases, employee initiated request for deputation would be considered subject to feasibility. However, the deputation will be at the cost of the employee and the employee will not be entitled for any deputation claim or allowance.

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

Emp Name
Emp Code
Department

Subject: Deputation Letter

Dear FirstName,

This is to inform you that you are being deputed to **Location of Deputation (NAV Code if applicable)** from **DD-MMM-YYYY** till **DD-MM-YYYY**.

All claims pertaining to your deputation will be governed by the entitlements mentioned in the deputation policy.

You may connect with **HR SPOC Name** for any HR related support at your deputed location.

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

We wish you the best of luck for your new role.

Regards,
HR

Annexure – B

Emp Name
Emp Code
Department

Subject: Deputation Cessation Letter

Dear FirstName,

This is to inform you that your deputation at **Location of Deputation** ends w.e.f **DD-MMM-YYYY**.

You are requested to shift back to **Base Location Name** & connect with **HR SPOC Name** for any HR related support.

You are advised to process all your claims as per the deputation policy within 15 days of shifting back to **base location name**.

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

Regards,
HR

Annexure – C

Emp Name
Emp Code
Department

Subject: Deputation Extension Letter

Dear FirstName,

This is to inform you that your deputation at **Location of Deputation (NAV Code if applicable)** has been extended from from **DD-MMM-YYYY** till **DD-MM-YYYY**.

All claims pertaining to your deputation will be governed by the entitlements mentioned in the deputation policy.

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

Regards,
HR