

Insert company Logo



| Policy Name: | **Transfer and Relocation Policy** | |
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| Policy Number: |  | |
| Version: | | Effective Date: |

|  | **Name** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- | --- |
| Prepared By: |  |  |  |  |
| Reviewed By: |  |  |  |  |
| Approved By: |  |  |  |  |

| **Date** | **Version** | **Summary of Change** |
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# **DEFINITION**

1. **Transfer** **and Relocation** is a horizontal or lateral movement of an employee from one job, section, department, shift, plant or position to another at the same or another place.
2. **Company/ Organization** means all the businesses which are under the umbrella of **“Company Name”** group.
3. **Family** for the purpose of this policy will include self, spouse and max 2 children.
4. **Member/ Employee** means a person employed with ***“Company Name”*** at all levels for wages or salary.
5. **Management** means the group of individuals that operate at the higher level at ***“Company Name”*** and have day-to-day responsibility for managing all individuals and maintaining responsibility for all the key business functions.

# **PURPOSE**

* To establish a policy for the reimbursement of defined expenses incurred when an employee is permanently transferred from one location to another.
* This policy aims to aid in maximizing the employee’s performance and minimizing the inconvenience during relocation.
* Transfer can also be due to emergency situations like, when there is life threat situation of employee’s immediate family member (Spouse, Children, siblings, parents and in-laws).

# **APPLICABILITY**

The policy is applicable to all members of the ***“Company Name”*** across all the locations and branches.

# **RESPOSIBILITY & ACCOUNTABILITY**

Reporting Manager, HOD, Human Resources Department

# **POLICY**

The policy outlines the guidelines to be followed while an employee transfer.

Transfer may be initiated either by the company or the employee. It also can be temporary or permanent to meet emergencies.

In practice, the company may transfer the employee to the place where he/she can prove more useful and effective. Similarly, employee may initiate transfer to a location where he/she is likely to enjoy greater satisfaction.

## **Classification/ Types of Employee Transfers**

1. **Production Transfers**- Such transfers are made to meet the company requirements. The surplus employees in one department/section who are efficient might be absorbed in other place where there is a requirement. Such transfers help to stabilize employment.
2. **Replacement transfers**: This takes place to replace a new employee who has been in the organization for a long time and thereby giving some relief to an old employee from the heavy pressure of work.
3. **Versatility transfers**: It is also known as rotation. It is made to develop all round employees by moving them from one job to another. It also helps to reduce boredom and monotony.
4. **Personnel or remedial transfers**: Such a transfer is made to rectify mistakes in selection and placement. As a follow up, the wrongly placed employee is transferred to a more suitable job.
5. **Shift transfers**: This is pretty common where there is more than one shift and when there is regularized rotation.

If transfer is with promotion in such case, minimum 3 Months Assessment period shall apply for an employee and he has to meet Company expectations.

If a member successfully completes assessment period, then he/she will continue to work at new location.

If a member doesn’t successfully complete assessment period, then his/her promotion would be cancelled and he shall be transferred to his base/original location with his earlier compensation and position. Optionally if there is an opening for earlier position at relocated branch, he can continue in the same branch at his earlier compensation and position.

If Employee successfully completes his assessment period but at his own wish would like to relocate at base location:

* **Within 6 months of his transfer**: In such case his promotion would be cancelled and he shall be transferred to his original/base location with his earlier compensation and position.   
  Also the deputation Terms and Conditions as per the above table shall apply and employee has to refund the excess amount spent on him by Company.
* **Between 6 Months & 1 year of his transfer**: In such case his promotion would be cancelled and he shall be transferred to his original/base location with his earlier compensation and position.
* Also Short Term Temp. Transfer Terms and Conditions shall apply and employee has to refund the excess amount spent on him by Company.
* **After 1 year of the transfer**: In such case his promotion would be reinstated and he/she shall be transferred to his original/base location subject to availability of similar position.

Members would be entitled for transfer benefits as mentioned in **Annexure 1**, depending upon the type of transfer.

## **Travel & Transportation Expenses**

* The mode of travel for the employee and his/her family to the new location will be as per the eligibility of the employee in the travel policy of the organization. This will vary according to the employee’s level and the distance between the current locations.
* All the family members will have the same travel entitlements as the member of organization.
* The daily allowance shall be paid as per Company Travel Policy.
* Employees who are required to relocate because they are being transferred at the Company’s request to a location which is at least 100 Kms. away from their residence or from their former job location. In other words, the distance which employee can't commute on daily basis.
* If the transfer is member initiated, then company will not reimburse any expenses, and if it is management initiated then expenses will be reimbursed based on the travel policy adopted by ***“Company Name”.***
* Company shall not reimburse any kind of installation/un-installation charges (e.g., fixing/removal of ACs, carpentry work, chandeliers etc.) and transfer of household pet.
* **“Company Name”** shall not enter into any sort of agreement with the landlord. All house lease agreements shall be only between the landlord and the employee.

## **Temporary Accommodation Expense**

* Employee and their immediate family on transfer will be eligible for temporary accommodation for up to 10 days until rental accommodation is finalized.
* The employee will be eligible for only one room for the family.

## **Process**

1. **Transfer Request Form**
   * A Transfer Request Form shall be approved by the current reporting manager and the new reporting manager and sent across to HR.
   * HR Team gets the form approved by HR Head and post which the HR issues the transfer letter and sends it to the New Reporting Manager at new location with a copy to current Reporting Manager.
2. **Travel and Relocation on Transfer**
   * + Employee is requested to raise a request with the Travel Desk Representative for travel and accommodation.
     + Member is required to provide at least 3 quotations for packers and movers. Then finance team will approve 1 quotation from these 3, by referring to the budget allocated for the same.
3. **Travel Reimbursement Claims**
   * + All kinds of reimbursement/payments need to be supported with receipts/rent agreement.
     + An employee needs to claim for reimbursements within one month of getting transferred and the same would be credited to the employee as pet the reimbursement cycle.
     + All the entitlements including travelling and accommodation to be based on the grade wise travel policy eligibility.
     + In case of transfer initiated due to employee request, she/he will not be entitled to temporary accommodation as well as any other expenses.
     + If the transferred employee quits within 12 months from the date of transfer, then expenses paid towards travel, transportation etc., if any shall be recovered from the last salary or full and final settlement.

# **RESTRICTIVE CLAUSE**

* + Any exceptions to the above would be at the sole discretion of the Management.
  + Management reserves the right to change and or modify the policy without stating any reason.
* The organization reserves its right to withdraw this policy without assigning any reason by using its sole discretion which will be binding on all members. The Employees hereby unconditionally agree to all such changes/ amendments/ additions/ deletions/ modifications.
* The Company's reputation and credibility are based upon its total commitment to ethical business practices and also on ethical conduct of its Employees. To safeguard the Company's reputation, Employees must conduct themselves in accordance with the highest ethical standards and also be perceived to be acting ethically at all times. Compliance with all policies of the Company, relevant applicable laws and regulations is the minimum standard which should be adhered to by all the Employees all the times.

# **ANNEXURE 1- Entitlement of Transfer Benefits**

**ANNEXURE 1**

**Entitlement of Transfer Benefits**

\*Note- Following table is for representation purpose and can be amended as per company’s policy

| **Type** | **Deputation** | **Short Term Temp. Transfer** | **Long Term Temp. Transfer** | **Permanent Transfer** | **Remarks** |
| --- | --- | --- | --- | --- | --- |
| **Duration (Months)** | **<= 6** | **> 6 to 12** | **>12** | **Not Applicable** |  |
| **One time Relocation Allowance (Lump sum)** | Not Applicable | Actual or max. to 10,000 | Actual or max. to 25,000 | Actual or max. to 25,000 | Supporting document shall be submitted for reimbursement |
| **Fare for Employee Relocation** | As per Company travel policy | One time Return | One time Return | One time One way | As per Company Travel policy. |
| **Fare for Relocating immediate family** | Not Applicable | One time Return | One time Return | One time One way | As per Company Travel policy. Not applicable if employee does not have immediate family. |
| **Any personal visits to base / original home location including emergencies.** | By Employee at his own cost | By Employee at his own cost | By Employee at his own cost | By Employee at his own cost | Leave shall be counted for the days he is away from location including travel days. Company will assist him in travel booking. |
| **Additional CCA (Rent for 1-BHK only)** | City Tier wise | City Tier wise | City Tier wise | Not Applicable | This would be added to Members CTC. |



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