

Joining Support Policy

We offer all possible support to welcome you into the Dr. Reddy's family and make your transition easier. You are eligible for Joining Support if the distance between your current city of work and the joining location are more than 60 km apart.

Travel Support

We will reimburse a one-time travel cost for your family members—spouse, dependent children and dependent parents—from your current location to where you are posted. To help you coordinate the transfer of your family and belongings, you can claim for yourself up to three paid-for single trips. If you're a trainee, you can get fares for a maximum of two members of your family reimbursed. The travel mode entitlement for the purpose of above trips are as below:

Band	Travel Mode
V	AC 2 Tier Rail
I, B, G, Y, O, R	Economy Class Air Travel for travel duration > 6 hours by rail or roadways

If you are a trainee, your travel entitlement will be as per the entitlements of the band you are eligible to be confirmed in.

If you are based in a city at a driving distance from your posting location then you may travel by car and we will reimburse the travel @ INR 7.00 per km.

Packing & transportation of household goods

To transfer your belongings, the company will bear the charges for packing and transportation according to the following table against bills:

Role-Band	V, I	B, G, Y	O, R
Less than 300 Km	15,000	20,000	25,000
300 to 1000 Km	30,000	40,000	45,000
1000 Km & Above	45,000	55,000	60,000

Joining Vehicle transfer

You can claim transportation costs on actuals for one vehicle (four wheeler or two wheeler). We also pay for the inter-state registration, road tax and brokerage charges for one vehicle registered in your name, subject to a maximum amount of ₹ 60,000. This amount would be treated in accordance with Income tax rules.

Initial stay

To help support you while you find suitable accommodation for yourself and your family, we will arrange your stay for up to 15 days at the Company guest house or at a hotel. Your recruitment coordinator would help you with making the bookings. The amount the company spends on initial stay shall be treated in accordance with Income tax rules.

Brokerage fee

We reimburse brokerage fees subject to a limit of 50% of the monthly rent of the apartment you choose. In case you are sharing the accommodation with another colleague from Dr. Reddy's, only one of you can claim the reimbursement. The brokerage reimbursement shall be made against bills. This amount would be treated in accordance with Income tax rules.

Notice period claims

If we need your services before you complete your notice period at your existing place of work, we shall reimburse any notice period payment you might make to your current employer. The Talent Acquisition Team will, in such cases, discuss the specifics of this with you as part of your pre-joining conversation. This amount would be treated in accordance with Income tax rules.

Taxability of Joining Expenses

Joining expense claims for brokerage fees, vehicle transfer, interstate registration and payments in lieu of your notice period are treated as perquisites and are taxable in accordance with the Income tax laws. These taxes will have to be borne by you. In case you place a request to extend your initial stay beyond 15 days, the amount incurred by the company towards extending your accommodation too shall be treated as a perquisite.

Claiming joining expenses

You can fill the [Joining Expenses Claim Form](#) and submit it with supporting documents to your HR facilitator. The reimbursement will be directly credited to your account. You are expected to claim reimbursements with original bills/receipts within three months of joining.

If you are not able to claim these expenses within 3 months, you can do so within 6 months along with an approval of your HR Business Partner. If you still fail to do so, you can submit these expenses within 12 months with the approval of your BU HR Head. Beyond 12 months, no extensions can be granted.

We recommend that you keep your recruiter and HR business partner informed of the delay to avoid any issues later.

Recovery of Joining Expenses

If you decide to leave your job within 12 months of date of joining, the gross amount of the claim would have to be paid back by you to the company.