

## DOMESTIC RELOCATION

Your job may require you to shift your base to another Dr. Reddy's location to do the same role or take up a different one. In such scenarios, we would extend all possible support to make the transition comfortable.

### 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 are a trainee, you can get one-time travel cost reimbursement for a maximum of two of your family members. Travel mode shall be as per the domestic travel policy.

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

We encourage you to avail the cashless facility for packing and transportation of your household goods through vendors we have partnered with. For availing this facility, please reach out to [chandankumars@drreddys.com](mailto:chandankumars@drreddys.com).

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

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

You can take up to 70% of your packaging and transportation costs as an advance with the approval of your BU HR Head. Keep your invoice handy for the same. For calculation purpose, you will have to present 3 quotations and advance will be given against the lowest quote.

### 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 INR. 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. Please reach out to the respective HRBP/HRSS for booking the accommodation.

### Relocation Leave

As you will need days off to travel and settle into a new location, you are also eligible for a relocation leave of up to 4 days during your relocation (to be used within 15 days of date of relocation).

## 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. This amount would be treated in accordance with Income tax rules. This amount would be treated in accordance with Income tax rules.

## School / College admission fees

We recognize that there can be fresh expenses as you place your children in a new educational institution. We subsidize these expenses up to ₹ 50,000 per child for a maximum of 2 children. The expenses can cover one-time admission fees, cost of books and uniform only. You can claim reimbursements with the approval of your BU HR Head. This amount would be treated in accordance with Income tax rules.

## Taxability of Relocation Expenses

Joining expense claims for brokerage fees, vehicle transfer, interstate registration and school, college admission fees 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 this too shall be treated as a perquisite.