TRANSFER OF EMPLOYEES – OPERATING GUIDELINES

Process to handle Employee transfer cases	Department : HR	Effective date : 1st August, 2017 Pages: 7

CONTEXT:

This process aims to define a common approach and specify steps to be followed to transfer an employee from one department/unit/location to another department/unit/location. The document lists down the process for the below types of transfers:

1. Inter department but Same Unit transfers (e.g., Production to Quality in CTO-2)
2. Inter Unit transfer but same BU (e.g., CTO-1 to CTO-2 in GMO)
3. Inter BU transfer (e.g., GMO(manufacturing) to IPDO)

SCOPE:

The policy will be applicable for all Dr. Reddy's India based employees (Management & Workmen). This policy expressly excludes from its operation field/contractual employees.

RESPONSIBILITY:

The relevant Unit HR Facilitator of the employee at the current Unit/location (referred further as "current Unit HR" in this document) and the HR Facilitator of the employee at the transferred unit/location (referred further as "Unit HR at the transferred location/unit" in this document) are primarily responsible for handling the entire transfer process.

PROCESS

When it is decided that the employee has to be transferred to other location due to Internal Job opportunity / business requirements and both the Unit/Department Heads (R3 & above in the Reporting Line) have approved the transfer (in mail), below are the next process steps to transfer the employee:

Closure & Transfer activities:

1. The current Unit HR should collect the Medical records of employee from OHC if applicable) and training records from Quality team (if applicable).
2. The Medical and training records along with employee's personnel file documents – induction, increment, promotion records etc.., should be sent to the HR facilitator at the transferred location/Unit through internal mailing service. The Current Unit HR must also retain a copy of the above records including educational qualifications and copies of joining report or transfer in and transfer out documents.
3. The Current Unit HR should ensure that the above records of the employee are present within a week or 10 working days from the day employee starts working in the new department/Unit/location.
4. In case of transfer to a different location, the employee can also claim relocation expenses as per the Relocation policy.
5. The employee must get clearance from the respective teams in the Transfer Checklist form (Refer Annexure for format) and submit it to his current HR.
6. Assets like laptop & data card can be continued to be used in the transferred location also, where the asset has to be surrendered. However, employee & current Unit IT team must ensure that the data is deleted from the laptop and a backup of the same is provided to the reporting manager.

System Update:

1. After ensuring all the transfer checklist items are closed, the current Unit HR should fill in the required details (refer to Annexure – A) and share the same with Shared services team for running the transfer action and generating the transfer letter in the system.
2. The effective date of transfer in the letter generated through SAP will be the actual date on which the employee starts working in the new department.
3. Employees should be transferred preferably but not mandatorily, on 1st or 11th or 21st of the month. Or their nearest working day, if they fall on a holiday or weekly off. No transfers can be done between 25th and 31st of a month.
4. However for all system updates in SAP like cost center change, organization assignment changes (reporting etc.,) will be effective 1st of the the month employee is transferred.
5. The Unit HR at the transferred location should ensure that the employee details like L+1/L+2, Cost Centre etc., are updated in the SAP system.
6. The authorized signatory for the letter should be HR Manager at R2 & above level.

Goal Setting & Performance Review:

1. If the employee has worked in a particular unit/department for more than 3 months, the Current Unit HR should ensure that L+1/L+2 of the employee evaluates the performance of the employee against his current goals in the system and feedback is captured.
2. The Unit HR at the transferred Unit/location must ensure that the new goals of the employee are set.
3. A the end of the year the employee performance should be evaluated based on both the managers feedback after taking the duration of working in each unit into consideration. The final rating should be agreed by managers in both the units.

Induction Process:

1. The Unit HR at the transferred location must discuss with the Business and plan induction for the employee.
2. The employee should be inducted about the BU, organization structure and the job responsibilities. Any other relevant trainings should also be planned by the HR in coordination with the business.
3. In cases where employee has an overlapping transition period where he/she may have to anchor both old as well as new job responsibilities for a short duration, both the BU managers must agree on the transition date and keep the HR informed. Such cases are considered as exceptions and should be done with approval of Unit HR head.

PREPARED BY	APPROVED BY
25/7/17. NAGARJUNA D.	Namrata NAMRATA.G.TYAGI

Annexure A

Transfer Details Form

Employee no	
Employee name	
Personnel area	
Personnel area code	
Personnel Subarea	
Employee subgroup	
Level 4 Text	
Level 4 Text Code	
Position Code	
Job Code	
L+1 Employee Code	
L+1 Employee Name	
L+1 Position Code	
Cost Centre	
Effective Date of transfer (Actual)	

Annexure – B

Sample letter format (for inter department, same Unit)

Date

<Employee Name>
Employee No: 0000XYZ

Dear <Employee Name>,

We are pleased to inform that you have been transferred from **<<Department>>** to **<<Department>>** at **<<Unit>>** and will now report to **<<Reporting Manager Name>>, <<Reporting Manager Designation>>** with effect from **<<Actual date of transfer>>**.

Changes in benefits, if any, arising out of transfer will be applicable from **<<SAP transfer date>>**. Other terms and conditions of your employment remain unchanged.

We wish you all the best and look forward to your continued contribution in your new assignment.

As a token of your acceptance, please sign and return a copy of this letter to your Unit HR.

With Best Regards,
For Dr. Reddy's Laboratories Ltd.

Authorized Signatory

Annexure C
Transfer Checklist

Checklist Item	Signature Authority	Signature	Remarks
All the Bills/Claims are settled in the current cost center	Transferred employee		
ID card –Access change(Removal/Grant of access to prohibited areas as per requirement of new job)	Facilities team		
Asset: Laptop/Hard disk/Data card 1.Retained – Yes/No 2. Transferred – Yes/No Any other shared drive/sharepoint access removed	IT Team		
Data Backup shared with Reporting manager & deleted from the asset (especially in cases where asset is also transferred)	IT Team		
Employee Transition signoff by L+1	L+1		
Employee Performance Feedback from current L+1/L+2	Unit HR		
Documents Transferred – Personnel Files, Medical Records, Training records(if any)	Unit HR		
SAP data updated & Transfer Letter handed over to employee	Unit HR & Shared Services		

Annexure D

Transfer Clearance Form (applicable only for GMO)

Name of Employee	Employee code	Department

[Note: please select the appropriate option by tick √]

1- Is any "Quality Notification" task pending for closure?
(Incident, CAPA, Change control, Market complaint, OOS, etc.)
Yes ☐ **No** ☐
If yes, to whom it should be assigned –

To be assigned to :	**Approved By (HOD):**
Name : Employee code :	
Done By (QA Head/Designee):	

2- If you are part of any electronic system operation as an Operator/Supervisor/Administrator; connect with responsible QA/IT administrator and ensure access is disabled by following respective SOP.

System	Access disabled	Certified By (QA/IT)

		Sign/Date
Empower	Yes ☐ NA ☐	
LMS	Yes ☐ NA ☐	
BMS	Yes ☐ NA ☐	
LES	Yes ☐ NA ☐	
MES	Yes ☐ NA ☐	
WMS	Yes ☐ NA ☐	
Any Other electronic or IT access (please specify)	Yes ☐ NA ☐	

3- SAP/QA32 Authorization for various releases and Job description absolution

System	Authorization removal or Document supersede	Certified By (Section Head Analytical QA) Sign/Date
QA/32 RR & UD authorization	Yes ☐ NA ☐	
Job Description	Yes ☐	

4. Are you part of Safety or Quality Transformation Journey? If yes, discuss with HOD and record the name of your reliever.

Work streams	Part of Team	If yes , Reliever : Name and employee code
PSM	Yes ☐ No ☐	
CSM	Yes ☐ No ☐	

Work streams	Part of Team	If yes , Reliever : Name and employee code
Lab Safety	Yes ☐ No ☐	
SRP/QPP	Safety ☐ Quality ☐ Yes ☐ No ☐	
T & C	Safety ☐ Quality ☐ Yes ☐ No ☐	
SII/QII	Safety ☐ Quality ☐ Yes ☐ No ☐	
SOI/QOI	Safety ☐ Quality ☐ Yes ☐ No ☐	

Approved By (HOD) **Sign/Date:**	**Approved By (Safety Head)** **Sign/Date:**	**Approved By (QA Head)** **Sign/Date:**

Annexure – E

Sample letter format (for Inter Unit transfer but same BU OR Inter BU transfer)

Date

<Employee Name>
Employee No: 0000XYZ

Dear <Employee Name>,

We are pleased to inform that you have been transferred from **<<Department>>** at **<<Unit>>** to **<<Department>>** at **<<Unit>>** and will now report to **<<Reporting Manager Name>>, <<Reporting Manager Designation>>** with effect from **<Actual date of transfer>** Please contact the **<<Transferred unit>>** HR Department.

Changes in benefits, if any, arising out of transfer will be applicable from **<<SAP transfer date>>**. Other terms and conditions of your employment remain unchanged.

We wish you all the best and look forward to your continued contribution in your new assignment.

As a token of your acceptance, please sign and return a copy of this letter to your Unit HR.

With Best Regards,
For Dr. Reddy's Laboratories Ltd.

Authorized Signatory