



MAHARASHTRA METRO RAIL CORPORATION LIMITED
(A JOINT VENTURE OF GOVT. OF INDIA & GOVT. OF MAHARASHTRA)

COMPOSITE DAILY ALLOWANCE (CDA)



MAHARASHTRA METRO RAIL CORPORATION LTD.
(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)



COMPOSITE DAILY ALLOWANCE (CDA)

1. All employees/ re-employed/ deputationist who are working on project sites, are only entitled for Composite Daily Allowance. The outsourced employees/contract labour are not entitled for this allowance.

2. The eligible Employees are entitled to receive the CDA per month at the rates given below:-

Ser No.	Employee Category	Admissible CDA rate per month (in Rs.)
1.	Manager	Rs. 3000/-
2.	AM	Rs. 2500/-
3.	Supervisor	Rs. 2000/-
4.	Non- Supervisor	Rs. 1500/-

3. The executives who are availing the facility of Transport (Conveyance) facility are not eligible for the CDA.

4. The eligibility of composite daily allowance is also applicable to the employees posted at corporate office and are required to work on project site for more than 15 days in a month.

5. The concerned HODs have to strictly ensure the eligibility to whom the CDA is to be recommended.

6. The Executives/Non-executives who are availing the facility of the CDA are not eligible for late sitting allowance.

7. All the HODs shall prepare a consolidated list of the employees entitled for CDA, working under their control, duly filled in enclosed format given at **Annexure-A** below and send to HR department every month with their recommendation for sanctioning the same.

8. All the claims in the specified performa should be submitted to the HR department before 10th of every month for processing the same for payment. The claims which will be received after 10th of every month will be processed for payment in next month.

9. **INTERPRETATION AND RELAXATIONS:** - The decision of the Managing Director of the Corporation, on all interpretations and relaxations to this Policy, will be final. The power to interpret, modify, cancel, relax, and add to or amendment to any of these rules shall rest with the Managing Director, whose decision shall be final.



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Annexure-A

CDA APPROVAL FORMAT

Subject: - Request for approval for reimbursement of CDA (Composite Daily Allowance).

With reference to the Composite daily Allowance policy of Maha Metro, the request for reimbursement of CDA for the Officers/ Staff is enclosed in the format given below.

For the month of: _____

Ser No.	Employee No.	Name (Shri./ Smt./ Ms.)	Designation	Posting location (mention posting site name)	Visiting different site more than 15 days in a month (mention site names)	Date of CDA approval	Mobile No. of the employee

Signature of Controlling Officer
(Dy. HOD/ Manager with Name & Designation)
Date:

Signature of HOD
(Name & Designation)

Forward to HR Department

(Note: - To be submitted by 10th of every month, else it will be processed in the next month).

Use extra sheet if necessary.