



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

ELECTRICITY REIMBURSEMENT



MAHARASHTRA METRO RAIL CORPORATION LTD.

(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF MAHARASHTRA)



ELECTRICITY BILL REIMBURSEMENT

1. Executives in Maha Metro will be provided Electricity Bill reimbursement who require to maintain offices at their residence to work beyond office hours/ on holidays.

The entitlement of electricity bill reimbursement on self declaration basis (as per certificate enclosed at Annexure-A below) is as given below:-

Ser No.	Level/ Designation	Entitlement per month
1.	Directors	750 units
2.	Executive Director & HODs	500 units
3.	Dy. HOD	300 units
4.	Manager/ AM	150 units → Not applicable

2. The claim shall be raised on monthly basis.

3. The claim shall be made on the unit cost basis. For eg. If the bill of Manager/ AM is Rs. 3000/- for 500 units, then unit cost would be Rs. 6/- (Rs. 3000/500 units) and the claim would be Rs. 900/- (Rs. 6 x 150 units).

4. In case the Executive is on leave or on tour for more than 15 continuous days in a month, the entitlement amount towards the reimbursement shall reduce to 50% of the eligible amount. However, if such Executive is on leave or on tour for more than 30 continuous days, nothing will be payable. No reimbursement will be made for the period of Leave without Pay (LWP)/ Extra Ordinary Leave (EOL).

5. The executive shall submit copy of the electricity bill and payment receipt with self attestation.

6. The original electricity bill and the receipt thereof should be retained by the Executive for presenting the same as and needed for the purpose of any audit verification etc.

7. **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

CERTIFICATE

It is certified that I have spent amount of Rs. _____ on account of Electricity Bill payment for _____ units as per the bill and payment receipt attached. The entitlement of reimbursement of electricity bill is _____ units.

Total amount claimed for Reimbursement - Rs. _____

The copies of the bills with payment receipts for the above expenditure have been retained by me for presenting the same as and needed for the purpose of any audit verification etc.

I certify that,

- (a) I was/ was not on leave or tour for more than 15 days consecutively _____ days.
- (b) I was/ was not on LWP/ EOL for _____ days.

Dated:

Signature: _____

Name: _____

Designation: _____

Employee No: _____