



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

ENTERTAINMENT ALLOWANCE



ENTERTAINMENT ALLOWANCE

1. An Entertainment allowance on self declaration basis (Certificate attached at **Annexure-A** below) will be applicable to the Officers who need to attend their official guests either at their Office or at their residence in connection with the work of the Maha Metro Project.

2. The entitlement for Entertainment allowance for the Executives is as under:

Ser No.	Level/ Designation	Entitlement per month
1.	Directors & Executive Directors	Rs. 8000/-
2.	HODs	Rs. 4500/-
3.	Dy. HODs (AGM/ JGM/Sr. DGM/DGM)	Rs. 3000/-

3. The above entitlement is applicable for entertaining official guests either at the office or at the residence.

4. The claim shall be raised on 1st January, 1st April, 1st July and 1st October on quarterly basis every year.

5. **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.



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



Annexure-A

CERTIFICATE

It is certified that I have spent amount of Rs. _____ on account of Entertainment allowance as per my entitlement for the quarter (Jan - Mar/ Apr - Jun/ Jul - Sep/ Oct - Dec)* as per details given below:-

Total amount claimed for Reimbursement - Rs. _____

I certify that, I am eligible for Entertainment allowance as per policy/approval, and my monthly ceiling limit for Entertainment allowance is Rs. _____.

Dated:

Signature: _____

Name: _____

Designation: _____

Employee No: _____

(* Strike out quarters not applicable)