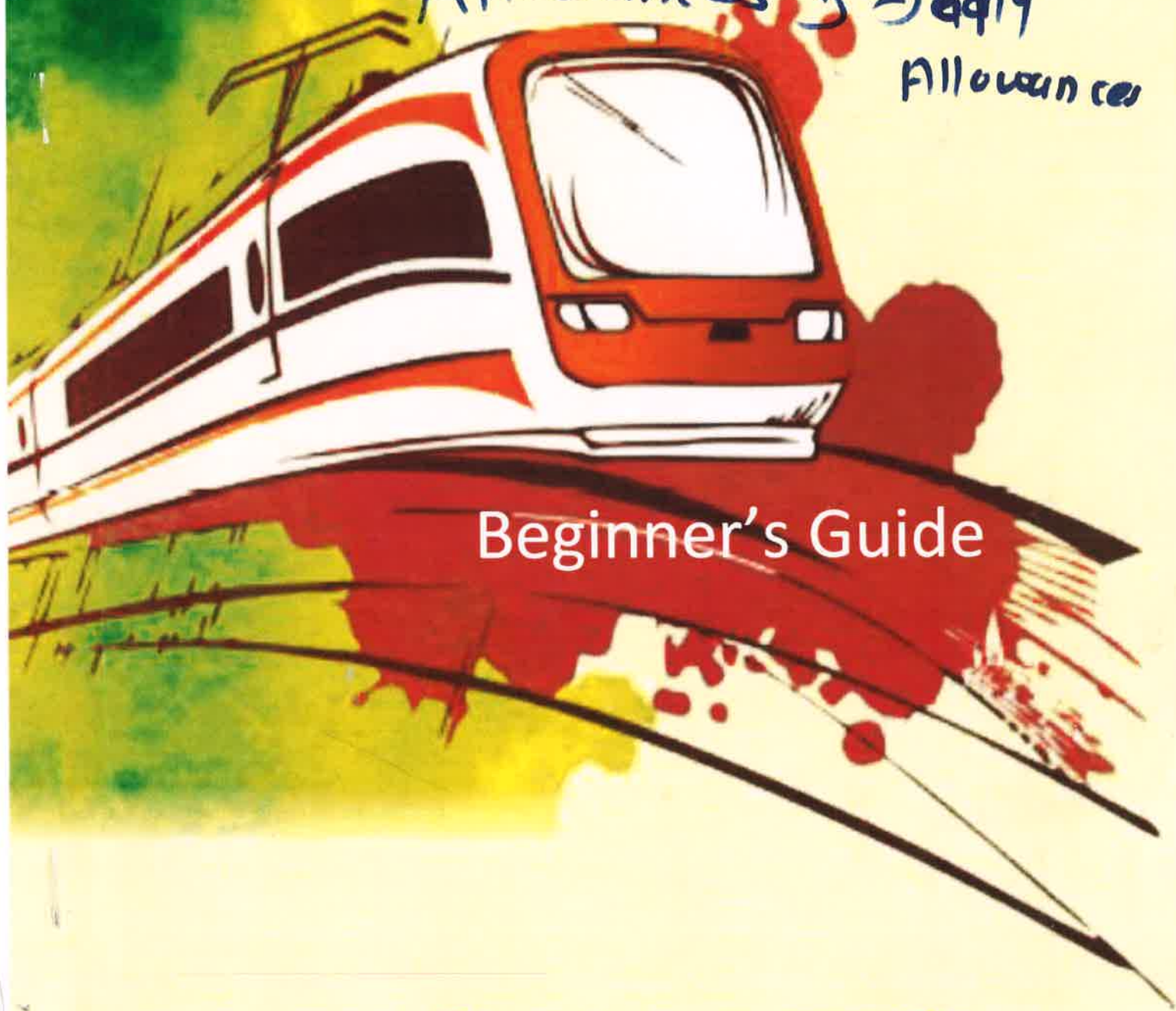


TADA पुणे मेट्रो

Travelling

Allowances & Daily

Allowances



Beginner's Guide

आगमन होतय, अल्पावधीत!



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MAHARASHTRA METRO RAIL CORPORATION LTD.

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



THE COMPANY

Maharashtra Metro Rail Corporation Limited (MAHA METRO)

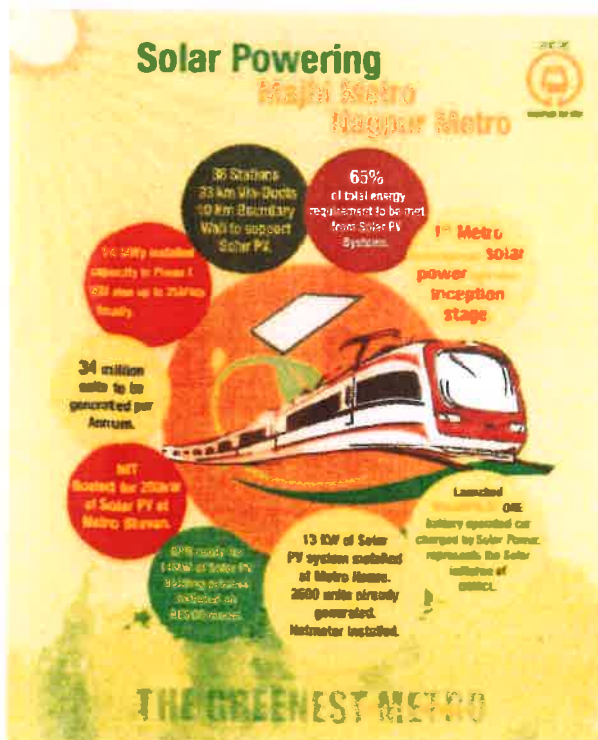
Maha Metro is a Special Purpose Vehicle (SPV) created for the smooth implementation and operations of the Maharashtra Metro Rail Project and is a joint venture of Government of India & Government of Maharashtra, with 50:50 equity. Maha Metro shall be solely responsible for the successful and timely completion of the project & its operations subsequently. Maharashtra Metro Rail Corporation Limited is incorporated by Govt. of India- Ministry of Corporate affairs on 18th February 2015.

MAHA METRO VISION:

To create an energy efficient Metro Rail System of International standard which will enhance the quality of life of the citizens of Nagpur & Pune and be instrumental in the overall development of the city by making it more vibrant & attractive and utilize the full potential of 'Green Energy' in the form of Solar, Wind, etc.

MAHA-METRO MISSION:

To provide a safe, reliable, efficient, affordable, commuter friendly and environmentally sustainable rapid public transport system for the Maharashtra Metro Regions (Nagpur & Pune).



Nagpur Metro and DRDO (Defense Research & Development Organization) have signed MoU for propagation of 'Bio-Digester Technology'. This technology uses 'Anaerobic Bacteria' for treatment of waste water. This technology is eco-friendly & cost effective, minimizes water consumption, it will ensure 99% pathogen reduction. The water utilized in the bio-digester can be recycled for gardening, washing & other non potable purposes. This system will be adopted at 36 stations, depots & other buildings. This is one of the Green Initiative adopted by "Maha Metro".





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INTRODUCTION

While welcoming you to Maharashtra Metro Rail Corporation Ltd., I am really happy to present you this guide, which will give you a 'bird's-eye-view' about Maha Metro's organizational structure, its values, ethics as well as your privileges as an esteemed member of the Maha Metro family. This guide is aimed at giving you a brief idea about this Corporation.

This book also contains a lot of information which the existing as well as new Metro employees will also find useful since it covers all important aspects which a newcomer; in fact all employees need to know about the Corporation. I am sure it will help you settle down in your present job faster.

Thanks once again for reposing your faith in Maha Metro and being part of it. We look forward to a satisfying and fruitful decades long association with you. For any query or assistance you may contact the HR managers in the Headquarters/ O&M office or your mentor for any help in official/ personal matters.

(S. SIVAMATHAN)
DIRECTOR (FINANCE)

Nagpur
2017



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1. OBJECTIVE OF THIS GUIDE:

- To present a bird's eye view of the Corporation to a new employee on joining.
- To apprise of the organizational culture and generate a feeling of belongingness.
- To know your position in the hierarchy and organization's expectations from you.
- What you can expect from the Corporation.

2. ABOUT NAGPUR METRO PROJECT:

Nagpur Metro Rail Project will consist of 38.215 Km metro corridor, 36 stations and 2 Depots. The entire stretch will be divided into 2 alignments or corridors as follows:

Alignment	Corridor	Rail Length	No of Stations
1.	North - South Corridor	19.658 Km	17
2.	East - West Corridor	18.557 Km	19



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Alignment 1 North - South Corridor	Alignment 2 East - West Corridor
Automotive Square	Prajapati Nagar
Nari Road	Vaishnao Devi Square
Indora Square	Ambedkar Square
Kadvi Square	Telephone Exchange
GaddiGodam Square	ChittarOli Square
Kasturchand Park	Agrasen Square
Zero Mile	Dosar Vaisya Square
Sitaburdi (Interchange)	Nagpur Railway Station
Congress Nagar	Sitaburdi (Interchange)
Rahate Colony	Jhansi Rani Square
Ajni Square	Institute of Engineers
Chhatrapati Square	Shankar Nagar Square
Jaiprakash Nagar	LAD Square
Ujjwal Nagar	Dharampeth College
Airport	Subhash Nagar
New Airport	Rachana Ring Road Junction
Khapari	Vasudev Nagar
	Bansi Nagar
	Lokmanya Nagar

Helpline number: 18002700557

Website: www.metrorailnagpur.com



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3. MAHA METRO CULTURE:

- 100% dedication & commitment to Maha Metro Mission.
- Un-doubtable Personal Integrity.
- Full transparency in all decisions and transactions.
- Maha Metro to be a lean but effective organization.
- Highest standards of efficiency, transparency, courtesy and “purposeful, meaningful, business-like” attitude.
- Construction activities should not cause inconvenience or endanger public life nor lead to ecological or environmental degradation.
- Structures to be aesthetically as well as ergonomically planned and always well maintained.
- Safety of Metro commuters is of paramount importance.
- Stations & trains to be spotlessly clean.
- All staff to be always presentable and smartly dressed, punctual, polite and helpful towards the customers.
- Employees to discharge their responsibilities and duties diligently with pride, perfection and dignity.

4. MAHA METRO CODE OF VALUES AND ETHICS:

Maha Metro’s management practices and business conduct shall benefit the country, localities and communities in which it operates, and shall be in accordance with the laws of the land. The Maha Metro Code of Values and Ethics shall be binding on all employees of Maha Metro and failure to adhere to these Maha Metro Code of Values and Ethics can attract severe consequences; including action under the Maha Metro Conduct, Discipline and Appeal Rules.

Values are intrinsic to ones lives; they add strength to our character and righteousness of our belief. Maha Metro organizational values and personal values will be aligned to benefit the society and communities they operate in.

- **National Interest:** - Maha Metro shall not undertake any project or activity to the detriment of the wider interests of the communities in which it operates.
- **MAHA METRO as Equal Opportunities Employer:** - Maha Metro shall provide equal opportunities to all its employees and all qualified applicants for employment without regard to their race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality or disability. Human resource policies shall promote diversity and equality in the workplace, as well as compliance with all local labour laws, while encouraging the adoption of international best practices.



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All the employees of Maha Metro shall be treated with dignity and in accordance with the Maha Metro policy of maintaining a work environment free of all forms of harassment, whether physical, verbal or psychological. Employee policies and practices shall be administered in a manner consistent with applicable laws and other provisions of this Code, respect for the right to privacy and the right to be heard, and that in all matters equal opportunity is provided to those eligible and decisions are based on merit.

➤ **Gifts and Donations:** - Maha Metro and its employees shall neither receive nor offer or make, directly or indirectly, any illegal payments, remuneration, gifts, donations or comparable benefits that are intended, or perceived, to obtain uncompetitive favours for the conduct of its business.

Maha Metro shall make all efforts to eliminate all forms of bribery, fraud and corruption.

Maha Metro and its employees may accept and offer nominal gifts, provided such gifts are customarily given and/or are of a commemorative nature.

➤ **Health, Safety and Environment:** - Maha Metro shall strive to provide a safe, healthy, clean and ergonomic working environment for its people.

➤ **Quality of Products and Services:** - Maha Metro shall offer services of world class quality standards, consistent with the requirements of its customers, while striving for their total satisfaction. The quality standards of the services shall meet applicable national and international standards.

➤ **Corporate Citizenship:** - Maha Metro shall be committed to good corporate citizenship, not only in the compliance of all relevant laws and regulations but also by actively assist in the improvement of quality of life of the people in the communities in which it operates.

➤ **Third Party Representation:** - Agencies having business dealings with Maha Metro, such as consultants, contractors and vendors, shall not be authorized to represent Maha Metro without the written permission of Maha Metro. Third parties and their employees are expected to abide by the Code in their interaction with, and on behalf of Maha Metro.

➤ **Ethical Conduct:** - Every employee of Maha Metro shall deal on behalf of the company with professionalism, honesty and integrity, while conforming to high moral and ethical standards. Such conduct shall be fair and transparent and be perceived to be so by third parties.

Every employee shall be responsible for the implementation of and compliance with the Code in his/her environment. Failure to adhere to the Code could attract provisions of the Conduct Rules.

Every employee shall always punctually turn up on duty, sober and smartly dressed.



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- **Regulatory Compliance:** - Employees of a Maha Metro in their business conduct shall comply with all applicable laws and regulations, in letter and spirit, in all the territories in which they operate. If the ethical and professional standards of applicable laws and regulations are below that of the Code, then the standards of the Code shall prevail. As good governance practice employee shall safeguard the confidentiality of all information received by them by virtue of their position.
- **Concurrent Employment:-** Consistent with applicable laws, an employee of Maha Metro shall not, without the requisite, officially written approval of the company, accept employment or a position of responsibility (such as a consultant or a director) with any other company, nor provide freelance services to anyone.
- **Conflict of Interest:-** An employee of Maha Metro shall always act in the interest of the company, and ensure that any business or personal association which he/she may have does not involve a conflict of interest with the operations of the company and his/her role therein.
- **Securities Transactions and Confidential Information:-** An employee of Maha Metro and his/her immediate family shall not derive any benefit or counsel, or assist others to derive any benefit, from access to and possession of information about the company or group or its clients or suppliers that is not in the public domain and, thus, constitutes unpublished insider information.
- **Protecting Company Assets:** - The assets of Maha Metro shall not be misused; they shall be employed primarily and judiciously for the purpose of conducting the business for which they are duly authorized. These include tangible assets such as equipment and machinery, systems, facilities, materials and resources, as well as intangible assets such as information technology and systems, proprietary information, intellectual property, and relationships with customers and suppliers.
- **Integrity of Data Furnished:** - Every employee of Maha Metro shall ensure, at all times, the integrity of data or information furnished by him/her to the company. He/she shall be entirely responsible in ensuring that the confidentiality of all data is retained and in no circumstance transferred to any outside person/ party in the course of normal operations without express guidelines from or, the approval of the management.
- **Reporting Concerns:** - Every employee of Maha Metro shall promptly report to the management, when she/he becomes aware of any actual or possible violation of the Code or an event of misconduct, act of misdemeanor or act not in the Maha Metro's interest.
- **Immunity:** - Every employee of Maha Metro shall be law abiding and will not embarrass the organization in any way. No employee of Maha Metro will initiate any legal action against Maha Metro or any of its employees without exhausting departmental avenue and prior approval of the Management.



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Note:-

- Any Maha Metro employee who comes across any violation of any provisions of the "Maha Metro Code of Values and Ethics" may intimate the same via a letter in a sealed envelope addressed to the Committee of Ethics nominated for the same by the Management.
- Only those complaints which have been verified by the Committee of Ethics containing Name, designation and Employee No of the complainant and duly signed by him/her shall be considered as valid and the identity of the complainant kept secret as per the Maha Metro whistle blower policy.

Declaration by the Maha Metro employee

I have carefully gone through the Code of Values and Ethics of Maha Metro employees as stated above and I affirm that I shall scrupulously abide by it at all times and shall do my best to enhance the image of Maha Metro as a great ethical organization. I have retained a copy of the same for my personal guidance.

(Sign)

Name -

Employee No -

Designation -

Forwarded to the HR Department by the next senior Officer -

5. ORGANISATIONAL SETUP:

Secretary UD, Ministry of Urban Development is the Chairman of the Corporation, while the Managing Director (MD) is the functional head of the organization. In addition, there are five other functional Directors as under:

1. Director (Projects)
2. Director (Rolling Stock & Systems)
3. Director (Finance)
4. Director (Operations)
5. Director (Electrical)

Besides the MD and functional Directors, the Board of Directors has nine non-functional Nominee Directors, which include the following:

1. Secretary UD & Chairman Maha Metro
2. Joint Secretary, Ministry of Urban Development



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3. Joint Secretary & FA, Nirman Bhavan, New Delhi
4. Member from Railway Board, Ministry of Railways
5. Director (RSE & OM), BMRCL, Bangalore
6. Additional Secretary, Finance Department GoM, Mantralaya, Mumbai
7. Principal Secretary (UD-1), Urban Development Department, Mantralaya, Mumbai
8. Municipal commissioner, Nagpur
9. Municipal commissioner, Pune Municipal Corporation (PMC), Pune

In addition to the above, there is one Executive Director, viz., Executive Director (Strategic Planning).

The Functional Directors are assisted by the Heads of the Department, who are designated differently as CPM or GM; but have the same status/ pay scales. The Deputy heads of the department and other executive officers in various managerial grades/ scales assist the Head of the departments.

(For Organizational Chart see Appendix A)

6. BRIEF ABOUT VARIOUS DEPARTMENTS IN MAHA METRO:

6.1 Civil Engineering Department: - Maha Metro is basically a construction intensive organization. The main work on the projects side relates to civil engineering construction. The Civil Engineering discipline ensures timely execution of all structures including survey, tunneling, piling, track laying, construction of station buildings, property development etc.

6.2 Land Department: - To overall supervise and guide staff of land acquisition branch and their work of all issues and matters, performing to achieving the target of land acquisition of both Government and private properties.

6.3 Procurement & Stores Department: - Procurement of all stores / Goods item through quotation/ Limited Tender / open Tender as required by Maha Metro; procurement of Track items, Rail turnout fitting and dealing with related tenders; Vendor Evaluation & Vendor Registration for all works, contract and Stores Contract of Maha Metro. AMC for IT items viz., Computer /Laptops/ Printer, Xerox / Photo Copies Machine.

6.4 Planning Department: - All works related to project conceptualization, development, Planning & Design of Civil Engineering works.

6.5 Property Development Department: - Property Development department plans for development of Metro property, which shall be an important source of income for the Corporation, in line with the trends world over.

6.6 Rolling Stock Department: - Rolling stock procurement; Regulatory clearance for all Electrical Works i.e. rolling stock, OHE, PS, Solar etc.; planning for all Electrical works; Interaction and bidding with industries for electrical works.



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6.7 Traction & Power Supply Department:- Execution and commissioning of OHE works; Execution and commissioning of Power supply works as well as OHE and PSI depot; Erection and commissioning of solar system; General maintenance of Electrical systems excluding O&M; Erection and commissioning of station building works; Procurement and maintenance of SCADA system.

6.8 E&M Department:- E&M department shall be responsible for the Solar power management and Utility Shifting.

6.9 Signaling & Telecom (S&T) Department:- The S&T department is responsible for all Signaling and Telecommunication works which include Automatic Train Protection (ATP), Automatic Train Supervision (ATS), Automatic Train Operation (ATO), Automatic Fare Collection (AFC), Smart Card, etc. The S&T department also caters to the IT services in Maha Metro.

6.10 Finance Department:- Proper financial discipline is a key to any viability of any organization. The finance department is responsible for this important function as well as salary administration.

6.11 Human Resource Department:- The HR department is responsible for manpower planning, recruitment, training, induction and all other HR functions like promotion, staff welfare etc.

6.12 Legal Department:- The legal department will deal with all legal matters including Court cases as well as Arbitration matters.

6.13 Public Relations Department:- Due to high public profile, the PR department has to work as a highly professional unit for communication with print, media, social media as well as maintenance of public relations. The PR department keeps the public well informed about the ongoing activities of Nagpur Metro.

6.14 Safety Department:- The Safety department is responsible for continual improvement in Health and Safety policies and procedures in Maha Metro. It keeps a constant vigil on all accidents and monitors safety aspects at the project sites.

6.15 Security Department:- Liason with consultants/ agencies in preparing Traffic diversion plan & to submit the same to DCP (Traffic) for approval; Nodal point of contact between Maha Metro & City Traffic Police for implementation of directions related to traffic regulation, Signage Boards etc. at work place; All correspondence related to traffic issue in consultation with CPMs/ GM (Planning); Issuance of directions to regulate the traffic at project work place and To assist Land acquisition officers of Maha Metro.

7. ABOUT Dr. BRIJESH DIXIT, MD MAHA METRO:

Dr. Brijesh Dixit, presently heading Maharashtra Metro Rail Corporation Ltd. as Managing Director, is an acclaimed Railway Administrator and an efficient infrastructure builder. He is an eminent institution builder and urban transport professional. He has been associated with Indian Railway for over 30 years including association with Mumbai suburban and urban rail transport for over 15 years, at various levels covering planning, designing, constructing and maintaining large scale



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rail infrastructures & operation of services and administration of institutions on both Western and Central Railways. He has been known for Total Transformation of Rail infrastructure and quality of services to both passenger and freight customers and public in general since his days as DRM Nagpur, Central Railway.

Currently as MD, Maharashtra Metro Rail Corporation, he has built the organization from scratch, being employee no. 1 on 18th Feb' 2015, the day of its incorporation. He has ensured, a very expeditious start and fast progress of this major project overcoming numerous administrative and organizational challenges including organizing quick and smooth land acquisition; achieved fast tie up with international funding agencies viz. KFW Germany and AFD France. He has been ensuring expeditious appointments of consultants and contractors; building up and functioning of organizational structure at board level and at the level of the corporation. He devotes considerable personal time and effort in team building and team working believing that one is as good as one's team and thereby promotes innovative and creative work culture. A MD, Maha Metro his emphasizes is on outcomes and outputs along with outlays specifically focusing on optimization, rationalization, cost control, cost cutting, cost effectiveness to enhance efficiency.

In addition to numerous honours & awards, Dr. Brijesh Dixit has been the recipient of the Energy Conservation Award of Ministry of Power in 2013, which was received from the Shri. Pranab Mukherjee, Hon'ble President of India.

8. FUNCTIONAL DIRECTORS IN MAHA METRO:

Shri Mahesh Kumar, Director (Projects)

Shri. Sunil Mathur, Director (Rolling Stock & System)

Shri. S. Sivamathan, Director (Finance)

9. PAY SCALES:

The regular Executives/ staff of Maha Metro are in IDA pay scales, as given below:-

Ser No.	Designation	Category	6 th CPC CDA Pay Scale (in Rs.)	Grade Pay	2 nd PRC IDA Pay Scale (in Rs.)	7 th CPC CDA Pay Scale (in Rs.) Entry Pay	Level	3 rd PRC IDA Pay Scale (in Rs.)	Grade Code
NON-EXECUTIVES:-									
1.	Un-skilled - (Civil/ Elect/ S&T/Stores etc.)	Non-Supervisor	5200-20200	1800	6090-9300	7000	1	Recomm- endations awaited	NS1
2.	Semi-skilled - (Civil/ Elect/ S&T/Stores etc.)		5200-20200	1800	6670-11470	7000	1		NS2
3.	Skilled/ Jr. Maintainer/ Jr. Asstt. Driver/ Data Entry Operator/ Jr. Stn. Asstt.		5200-20200	2000	8000-14140	8460	3		NS3
4.	Steno/Asstt./Driver/Maintainers/Asstt. Station Contr./Stn. Asstt./Genl. Asstt.	Supervisor	5200-20200	2400	10170-18500	9910	4		NS4
5.	PA/Sr. Asstt./Driver Gr-I/MCM/Draftsman/JE/Stn. Controller/Train Op/Vig.Insp Gr-II		9300-34800	4200	13500-25520	13500	6	S1	S1
6.	Jr Executive/SPA/SO/Legal Asstt/ Librarian/Dsl Driver/Shunter/Sr Stn. Contr., Sr.Train Op/Vig.Insp Gr-I/SE.	Sr. Supervisor	9300-34800	4600	16000-30770	17140	7		
7.	Sr.Executive/ S/SSE/SRSGO/Stn Manger Gr-II/Time Table Insp/Revenue Inspector/Loco Inspector/ Sr. Vigilance Inspector/SSO.	Chief Supervisor	9300-34800	4800	18500-35600	18150	8	S3	S3

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EXECUTIVES:-

1.	Assistant Manager (AM)	Managerial level	15600-39100	5400	20600-46500	21000	10	50000-160000	E1
2.	Manager		15600-39100	6600	24900-50500	25350	11	60000-180000	E2
3.	Dy. General Manager		15600-39100	7600	29100-54500	29500	12	70000-200000	E3
4.	Sr. Dy. General Manager		New Scale		32900-58000	New Scale		80000-220000	E4
5.	Jt. General Manager	Dy. HOD level	37400-67000	8700	36600-62000	46100	13	90000-240000	E5
6.	Addl. General Manager/ Sr. Addl. General Manager*		37400-67000	8900	43200-66000	49100	13A	100000-260000	E6
7.	General Manager/ Chief General Manager*		37400-67000	10000	51300-73000	53000	14	120000-280000	E7
8.	Executive Director	HOD level			62000-80000			150000-300000	E8

BOARD LEVEL EXECUTIVES (BLE):-

9.	Director	Board level			75000-100000			180000-340000	E9
10.	Managing Director				80000-125000			200000-370000	E10

* The Officer on completion of 3 years service at AGM level will be eligible for special allowance of Rs.2 500/- per month subject to APAR grading and will be designated as Sr. AGM.

* The senior-most HODs are designated as Chief GM with special allowance of Rs.2500/- per month subject to fulfillment of service requirement and APAR grading.

* The post of HOD/ Dy. HOD level for Project wing will be designated as CPM, Addl. CPM, Jt. CPM, Dy. CPM respectively.

Note:- However, the Executives/ Staff on deputation who are drawing pay in CDA scales in their parent cadre shall continue to draw their salary in Maha Metro in the CDA pay scales itself.



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10. ALLOWANCES/ ENTITLEMENTS/ FACILITIES FOR MAHA METRO EMPLOYEES AT A GLANCE FOR EXECUTIVES:

		Board level Executives		Executives							Eligibility			Remarks	
	Designation/ level	MD	Director	ED	GM	AGM	JGM	Sr. DGM	DGM	Manager	AM	IDA	Deputationist	Re-employed	
Ser No.	Allowances/ Facilities														
1.	Deputation Allowance	10% or 5% of basic pay	10% or 5% of basic pay	10% or 5% of basic pay	10% or 5% of basic pay	10% or 5% of basic pay	10% or 5% of basic pay	10% or 5% of basic pay	10% or 5% of basic pay	10% or 5% of basic pay	10% or 5% of basic pay	Not Eligible	Eligible	Not Eligible	10% for Outstation, 5% for local under restrictions by Govt. Orders
2.	Children Education Allowance (Hostel Subsidy)	36000/ 18000 (4500)	36000/ 18000 (4500)	36000/ 18000 (4500)	36000/ 18000 (4500)	36000/ 18000 (4500)	36000/ 18000 (4500)	36000/ 18000 (4500)	36000/ 18000 (4500)	36000/ 18000 (4500)	36000/ 18000 (4500)	Part of Perk	Eligible	Not Eligible	Annual entitlement upto two eldest children
3.	Fixed Outdoor Medical Allowance	2500		2000		1750		1400			Part of Perk		Eligible	Not Eligible	As per actual spent entitlement
4.	Indoor Medical Reimbursement			As per Medical Attendance Rules							Eligible	Eligible	Eligible		
5.	Transportation/ Vehicle reimbursement	Comp- any vehic- le	Company vehicle or Rs. 55,000/-	AC 2000 kms or Rs. 40,000	AC 1500 kms or Rs. 25,000			AC 3000 kms or Rs. 15,000 (on twin sharing basis)			Eligible	Eligible	Eligible	Reimbursement on self declaration basis & as per entitlement	
6.	Self/ Rented Leased accommodation	40000	36000	29360	28000	26720	20000	20000			Eligible	Eligible	Eligible	Lease rent recovery @ 5% flat of entitled amount	

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Basil Leod. E.D.

7.	Entertainment Allowance (Dy. HOD & above)	8000	4500	3000	-	Eligible	Eligible	Eligible	Reimbursement on self declaration basis & as per entitlement
8.	Electricity Bill reimbursement	750 units	500 units	300 units	150 units	Eligible	Eligible	Eligible	Reimbursement on self declaration basis & as per entitlement
9.	Mobile handset	No limit	20000	10000	7000	Eligible	Eligible	Eligible	Once in 3 years as per entitlement
10.	Mobile Bill reimbursement	No limit	2000	1000	700	Eligible	Eligible	Eligible	Reimbursement on self declaration basis & as per entitlement
11.	Landline Bill reimbursement	No limit	2500	1600	700	Eligible	Eligible	Eligible	Reimbursement on self declaration basis & as per entitlement
12.	Newspaper/ Magazine Allowance	1500	700	450	350	Eligible	Eligible	Eligible	Reimbursement on self declaration basis & as per entitlement
13.	Laptop reimbursement	No limit	65000	55000	40000	Eligible	Eligible	Eligible	Once in 4 years as per entitlement
14.	Briefcase Reimbursement	No limit	5000	4000	3000	Eligible	Eligible	Eligible	Once in 4 years as per entitlement



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15.	TADK	12,000	10,000	8000	-	Not Eligible	Eligible	Not Eligible	Reimbursement on self declaration basis & as per entitlement
16.	CDA (those not provided with vehicle)	Covered under Transportation/ Vehicle reimbursement			3000	2500	Eligible	Eligible	As per declaration and approval of Controlling Offr
17.	Vehicle Allowance	Covered under Transportation/ Vehicle reimbursement					Eligible	Eligible	As per declaration and approval of Controlling Officer
18.	Arduous Allowance	8000	5000	4000	3000	Eligible	Eligible	Not Eligible	

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11. ALLOWANCES/ ENTITLEMENTS/ FACILITIES FOR MAHA METRO EMPLOYEES AT A GLANCE FOR NON-EXECUTIVES:

		Non-Executive		Eligibility		Remarks
	Designation/ level	Supervisor	Non-Supervisor	IDA	Deputationist	Re-employed
Ser No.	Allowances/ Facilities					
1.	Deputation Allowance	10% or 5% of basic pay	10% or 5% of basic pay	Not Eligible	Eligible	Not Eligible
2.	Children Education Allowance (Hostel Subsidy)	36000/ 18000 (4500)	36000/ 18000 (4500)	Part of Perk	Eligible	Not Eligible
3.	Fixed Outdoor Medical Allowance	900	600	Part of Perk	Eligible	Not Eligible
4.	Indoor Medical Reimbursement	As per Medical Attendance Rules		Eligible	Eligible	Eligible
5.	Transportation/ Vehicle reimbursement	-		Eligible	Eligible	Eligible
6.	Self/ Rented accommodation	1.75 times of the HRA		Eligible	Eligible	Eligible
7.	Entertainment Allowance (Dy. HOD & above)	-		Eligible	Eligible	Eligible
8.	Electricity Bill reimbursement	-		Eligible	Eligible	Eligible
9.	Mobile handset	5000	-	Eligible	Eligible	Eligible
10.	Mobile Bill reimbursement	600	-	Eligible	Eligible	Eligible

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11.	Landline Bill reimbursement	600	-	Eligible	Eligible	Eligible	Reimbursement on self declaration basis & as per entitlement
12.	Newspaper/ Magazine Allowance	-	-	Eligible	Eligible	Eligible	Reimbursement on self declaration basis & as per entitlement
13.	Laptop reimbursement	-	-	Eligible	Eligible	Eligible	Once in 4 years as per entitlement
14.	Briefcase Reimbursement	2000	-	Eligible	Eligible	Eligible	Once in 4 years as per entitlement
15.	TADK	-	-	Not Eligible	Eligible	Not Eligible	Reimbursement on self declaration basis & as per entitlement
16.	CDA (those not provided with vehicle)	2000	1500	Eligible	Eligible	Eligible	As per declaration and approval of Controlling Officer
17.	Vehicle Allowance	2000	1000	Eligible	Eligible	Eligible	As per declaration and approval of Controlling Officer
18.	Arduous Allowance	2000	1000	Eligible	Eligible	Not Eligible	

NOTE: - Where both husband and wife are employed with Maha Metro, only one of them shall be eligible to avail the following perks and privileges of the Corporation:-

- HRA/ Lease facility
- TADK/ TADK Allowance
- Landline Telephone facility
- Reimbursement of electricity charges for residential purpose (applicable to Executives grade only)
- Indoor/ Outdoor medical facility
- Children Educational Allowance



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12. PERKS:

All Regular/ Contract employees of Maha Metro in IDA pay scale will be eligible for a Perks equivalent to 45% of the Basic Pay per month. Employees on deputation/ Re-employed/ fixed pay/ lump sum amount Employees and Consultants of Maha Metro are not eligible for the Perks.

The Perks will form part of Salaries for Income Tax purposes.

The breakdown of various components applicable under Perks are as enumerated below. Eligible Employees will select every year these components as per their choice subject to the sum total ceiling limit of 45% of the basic.

Ser No.	Perks/ allowance Name	% of basic pay
1.	Canteen Allowance	5%
2.	Professional Literature/ Newspaper Reimbursement	5%
3.	Children Education Allowance	10%
4.	Hostel Subsidy	10%
5.	Electricity Reimbursement (for Non-Executives)	5%
6.	Technical Self Development/ Professional Updation Allowance	10%
7.	Club membership (below Director level)	10%
8.	Entertainment Allowance (below Dy. HOD level)	5%
9.	Outdoor Medical Allowance or Cafeteria Allowance in lieu	20%
10.	Washing Allowance	5%
11.	Conveyance/ Transport Allowance (Applicable to all Non-Executives and those Executives who do not avail Transport (conveyance) facility)	10%
12.	Reimbursement of expenditure on vehicle repair and maintenance (Applicable to all Non-Executives and those Executives who do not avail Transport (conveyance) facility)	10%
13.	Driver Allowance (Applicable to all Non-Executives and those Executives who do not avail Transport (conveyance) facility)	5%
14.	Gardner Allowance	5%
15.	Crèche Reimbursement	5%
16.	House upkeep Allowance	5%
17.	Technical Self Development Allowance	10% ***
18.	Other Allowance	upto 15%

*** Note:-

1. The Technical Self Development Allowance will be 10% of the basic pay to meet the expenses towards reading, attending online courses, study material or any other expenses which will enhance the technical knowledge of employees; subject to:-

(a) Employee will take two memberships of journals in technical field to enrich their development & knowledge.



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- (b) No separate reimbursement towards membership will be admitted.
- (c) Presentation will have to be given by employee, as and when asked by Competent Authority (either in group or single handedly).

13. TRAVELLING ALLOWANCE (TA)/ DAILY ALLOWANCE (DA):

A. Mode of Travel for Journey on Tours of Duty by Air/Rail/Road:

1. The following modes of travels are authorized for employees of different grades while they undertake journeys on tour of duty and if they are not provided the requisite ticket for these journey by the Corporation, they may claim reimbursement of the expenses incurred by them on this account:-

Ser No.	Designation	Grade Code	IDA Pay Scale	Travel Entitlement		
				By Air	By Rail	By Road
1.	MD	E10	80000-125000	Domestic - Highest Class.	Highest class	Actual fare by AC Taxi.
2.	Directors	E9	75000-100000	Foreign - Highest Class.		
3.	ED	E8	62000-80000	Domestic - Highest Class.	Highest class	Actual fare by AC Taxi.
4.	CGM	E7	51300-73000	Foreign - Business Club Class.		
5.	GM	E7	51300-73000	Domestic - Y Class.	Highest class	Actual fare by AC Taxi.
6.	AGM	E6	43200-66000	Foreign - Business Club Class.		
7.	JGM	E5	36600-62000	Economy Class.	Normal Train - 1 st AC, Rajdhani - 2 nd AC & Shatabdi - CC	Actual fare by AC Taxi.
8.	Sr. DGM	E4	32900-58000			
9.	DGM	E3	29100-54500			
10.	Manager	E2	24900-50500	Economy Class.	Normal Train- 2 nd AC, Rajdhani- 3 rd AC & Shatabdi - CC	Actual fare by AC Taxi.
11.	Asst. Manager	E1	20600-46500			
12.	Supervisor	S3	18500-35600	Not Authorized.	Normal Train- 3 rd AC, Rajdhani- 3 rd AC & Shatabdi - CC	3 Wheeler or AC Bus.
13.		S2	16000-30770			
14.		S1	13500-25520			
15.	Non-Supervisor	NS4	10170-18500	Not Authorized.	Normal Train- 3 rd AC	3 Wheeler or AC Bus.
16.		NS3	8000-14140			
17.		NS2	6670-11470	Not Authorized.	Normal Train- Sleeper Class	Ordinary Bus.
18.		NS1	6090-9300	Not Authorized.		



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2. In case of Executives (CGM/ED/ Director) who are entitled to travel on duty by Business Class on tours within the country, if they opt to perform their official journey by Economy Class, such Officers shall be paid cash incentive of Rs. 2500/- per single inland journey for travelling by Economy Class, to compensate for facilities like business lounge etc., which is part of Business Class travel. The reimbursement will be made on self-certification basis along with the TA claim of the employee.
3. However, in respect of journey(s) made to cities of within the state of Maharashtra as well as neighbouring states of Maharashtra, viz. Chattisgarh, Madhya Pradesh, Goa, Jharkhad, Andhra Pradesh, Telangana & Karnataka; executives of the rank of CGM/ ED/ Director shall travel by economy class only and the amount of reimbursement, as mentioned above, shall be Rs. 1250/-, as against for other cities.
4. Travel by AC III- Tier Sleeper will be permissible in trains in which FC or AC Chair car accommodation is not provided.
5. All Company employees who are entitled to travel on tour/transfer by First class/AC-III- Tire Sleeper/AC Chair Car may travel by II AC 2- Tire Sleeper where any of the trains connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation.
6. Reimbursement of actual reservation including Tatkal charges/ Cancellation charges and bedding charges levied by railways/IRCTC while travelling by rail on official tour is admissible.
7. In case of road travel between places connected by rail/air, travel by any means of public transport/own transport is allowed provided the total fare does not exceed the train fare by the entitled class.
8. For places not connected by rail, reimbursement will be restricted to their entitlement mode of transport as per the prescribed rates issues by the Director of Transport of the concerned state or of the neighboring states or Maha Metro approved rates (as per the tendered rate by the transporter).
9. An employee, while on tour is entitled to get, besides fare, hotel charges and TA, reimbursement of expenditure incurred by him on the following counts:-
 - (a) Travel cost from his residence to airport/railway/bus station at the time of proceeding on tour and on returning to residence from the above points.
 - (b) Travel cost from airport /railway/bus station to the place of stay at the tour station and back to the above points.
 - (c) Charges on local tour within the tour station.
10. Any expense in excess to the individual eligibility incurred on transport only during official tours over and above will be admissible for payment after the specific approve of Concerned Director.
11. The powers to permit an employee to travel in the immediate next higher travel entitlement mode while on official tour will continue to be with the Director concerned.



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12. Mileage allowance for Road Journeys shall be regulated at the following rates in places where no specific rates have been prescribed either by the Director of Transport of the concerned state or of the neighboring states:-

Description	Applicable rates while on official tour
For journey performed by own Car/taxi	Rs. 16 per Km. for AC Car/taxi Rs. 12 per Km. for non AC Car/taxi
For journey performed by auto rickshaw/own scooter	Rs. 8 per km.

(a) Notwithstanding above, actual road mileage as incurred by the employee while on Official tour is reimbursable against submission of taxi /auto rickshaw receipt clearly Indicating distance travelled(from & to) with the approval of HOD/Director in respect of employees to whom HOD is controlling officer and from Directors for HODs and ED. However, if it is claimed on self certification basis, a statement showing the details of local journey undertaken(from and to), distance travelled , mileage/KM and total amount paid may be got approved from concerned Director and to be enclosed with TA claim. If no bill could be produced for the journey performed, the payment will be regulated as per the revised rates applicable.

(b) Toll tax /Parking charges shall be reimbursed on actual basis against submission of proof while on official tour.

(c) The employee while on official tour outside head quarters may avail full day taxi with the approval of HOD in respect of employees to whom HOD is controlling officer and from Director for HODs and ED. The para has been included keeping in view the officers of Consultancy department normally hire taxi for full day in connection with survey etc.

(d) When the employee on official tour with the approval of competent authority, travel on his own vehicle, he/she shall be paid least of actual road mileage or claim as per the entitled class of travel by a train.

13. The employees, who are required to travel on official work within the headquarters station, are entitled to travel by the following modes and claim reimbursement on actual:-

Ser No.	Designation	Grade Code	IDA Pay Scale	Mode
1.	ED	E8	62000-80000	AC Taxi
2.	CGM	E7	51300-73000	
3.	GM	E7	51300-73000	
4.	AGM	E6	43200-66000	Non-AC Taxi
5.	JGM	E5	36600-62000	
6.	Sr. DGM	E4	32900-58000	
7.	DGM	E3	29100-54500	
8.	Manager	E2	24900-50500	
9.	Asst. Manager	E1	20600-46500	3 Wheeler
10.	Supervisor	S3	18500-35600	
11.		S2	16000-30770	
12.		S1	13500-25520	



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13.	Non-Supervisor	NS4	10170-18500	3 Wheeler
14.		NS3	8000-14140	
15.		NS2	6670-11470	Bus
16.		NS1	6090-9300	

B. Compensation for Stay and Personal Expenses within India:

When the employees of the corporation proceed on tours of duties outside and are required to be away beyond the municipal/city limits, then they are entitled to be compensated by payment of daily allowance at the rates indicated below. If any employee, while on tour makes his own arrangement for his stay and foregoes his entitlement of Hotel stay, he/she will be paid a **Composite DA** which will be 50% more than the normal DA applicable for that station.

1. Daily Allowance (DA):

1.1 The rates of Daily Allowance shall be as given below:-

Ser No.	Designation	Grade Code	IDA Pay Scale	DA (Per Day)
1.	MD	E10	80000-125000	Rs.1100/-
2.	Director	E9	75000-100000	
3.	ED	E8	62000-80000	Rs.1000/-
4.	CGM	E7	51300-73000	
5.	GM	E7	51300-73000	Rs.900/-
6.	AGM	E6	43200-66000	
7.	JGM	E5	36600-62000	Rs.750/-
8.	Sr. DGM	E4	32900-58000	
9.	DGM	E3	29100-54500	
10.	Manager	E2	24900-50500	Rs.600/-
11.	Asst. Manager	E1	20600-46500	
12.	Supervisor	S3	18500-35600	Rs.500/-
13.		S2	16000-30770	
14.		S1	13500-25520	
15.	Non-Supervisor	NS4	10170-18500	Rs.400/-
16.		NS3	8000-14140	
17.		NS2	6670-11470	
18.		NS1	6090-9300	

1.2 If free Breakfast/ Lunch/ Dinner (any one meal) is availed by the employee while on tour, DA shall be reduced by 25 %. If all three meals are availed then DA shall be reduced by 50% of the entitlement.

1.3 Composite DA will be 50% more than the normal DA.

1.4 The following further conditions shall apply in regard to the payment of daily allowance indicated above:-

(a) The period of absence will be counted from the time the employee leaves his station of his work i.e., the headquarters station and till the time he returns to the same station.



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(b) Payment of daily allowance will be regulated according to the absence from Headquarters from midnight to midnight and as under:-

Absence from Head Quarters	Entitled of DA
Absence < or = 6 hours	30 % of entitled DA
Absence > 6 up to 12 hours	70 % of entitled DA
Absence > 12 hours	100 % of entitled DA

1.5 Full daily allowance shall be paid for a continuous halt of up to first 30 days at one station. If the halt exceeds 30 days continuously at one station, then the daily allowance shall be granted at the rate of 50% of the full rate applicable to the particular station for the period up to 90 days, with the exception that in special cases, full daily allowance shall be payable with the specific approval of the MD or a functional Director, taking into account the merit of the case. For halts beyond 90 days up to 120 days continuously at one station, daily allowance at the rate of 50% of the full rate shall be granted with the approval of the HOD under whom the employee works.

1.6 Daily allowance will be payable for holidays falling during the tour but not for the days avail of as leave by the employee.

1.7 For journey period daily allowance would be payable only at the rates shown under column 5 of the table at item 8.1 above.

1.8 Journey performed on duty within Municipal limit of the city/ urban agglomeration in which the Duty point of an employee is located will be regarded as "Local Journey" and actual transportation Charges only shall be paid.

2. Hotel Rates:

2.1 If in addition to the above, the employees are required to stay at the tour station for one or more nights, they are also entitled to lodging charges, the maximum rates exclusive of taxes of which are also indicated below:-

Ser No.	Designation	Grade Code	IDA Pay Scale	Hotel Rates (Per Day)
1.	MD	E10	80000-125000	Actual lodging charges
2.	Director	E9	75000-100000	
3.	ED	E8	62000-80000	Rs.9000/-
4.	CGM	E7	51300-73000	
5.	GM	E7	51300-73000	Rs.8000/-
6.	AGM	E6	43200-66000	Rs.6000/-
7.	JGM	E5	36600-62000	
8.	Sr. DGM	E4	32900-58000	
9.	DGM	E3	29100-54500	
10.	Manager	E2	24900-50500	Rs.4000/-
11.	Asst. Manager	E1	20600-46500	
12.	Supervisor	S3	18500-35600	Rs.2000/-
13.		S2	16000-30770	
14.		S1	13500-25520	
15.	Non-Supervisor	NS4	10170-18500	
16.		NS3	8000-14140	



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17.	Non-Supervisor	NS2	6670-11470	Rs.1500/-
18.		NS1	6090-9300	

2.2 In the exceptional circumstances when the return journey is to be performed on the same day, in such cases the above rates are applicable subject to prior approval of Director for officers and for staff up to the level of HOD.

C. ENTITLEMENT ON TRANSFER:-

1. The employee shall be entitled to reimbursement of expenses for journey for himself and his family, as per entitlements of this TA/DA Policy.

2. **Composite Transfer Grant:** In case of transfer from one place to another within municipal limits of the city of Nagpur irrespective of distance involved (involving Change of quarter), a Composite transfer grant equal to one third of the basic pay will be granted to the employee, if he/she submits any one of the address proof as mentioned below:-

- Lease/agreement papers, made with house owner.
- Change of address of gas connection.
- Change of telephone address in case of landline phone.
- Allotment of a Maha Metro staff quarter/Flat.

3. An eligible employee is entitled to a "Composite Transfer Grant" equal to one month's basic pay last drawn in case of his transfer involving a change of station located at a distance of more than 20 km from the old station and of transfers within the same city, the Composite Transfer Grant will be restricted to one third of the basic pay, provided a change of residence is actually involved.

4. Transportation of Personal Effects:

The expenses incurred by an employee on transportation of his personnel effects on transfer will be reimbursed to the limit of ceiling as shown below:-

Ser No.	Designation	Grade Code	IDA Pay Scale		Revised Rate Rs. /Per Kg. per Km. by Road/Train
1.	MD	E10	80000-125000	Full four wheeler wagon or 8000 kgs by goods or one double container or by road.	0.00750 *
2.	Director	E9	75000-100000		
3.	ED	E8	62000-80000	Full four wheeler wagon or 6000 Kgs by goods or single	
4.	GM/CGM	E7	51300-73000		
5.	AGM	E6	43200-66000		
6.	JGM	E5	36600-62000		
7.	Sr. DGM	E4	32900-58000		
8.	DGM	E3	29100-54500		
9.	Manager	E2	24900-50500		



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10.	Asst. Manager	E1	20600-46500	container or by Road.	
11.	Supervisor	S3	18500-35600		
12.		S2	16000-30770		
13.		S1	13500-25520		
14.	Non-Supervisor	NS4	10170-18500	1500 kgs by goods train or by road.	
15.		NS3	8000-14140		
16.		NS2	6670-11470		
17.		NS1	6090-9300		

* (i) Henceforth, the revision of transportation of personal effects shall automatically increase with the increase in rates as per Central Government Rule and no separate order will be issued.

(ii) The reimbursement will be made as per above rate (per kg./per km) or actual payment made (based on invoice), whichever is less.

5. Transportation of Conveyance:

5.1 The scales of rates for transportation of conveyance of an employee on transfer to the Corporation will be as follows:-

Ser No.	Designation	Grade Code	IDA Pay Scale	Transportation of conveyance
1.	MD	E10	80000-125000	One motor car or one motor cycle/scooter.
2.	Director	E9	75000-100000	
3.	ED	E8	62000-80000	
4.	GM/CGM	E7	51300-73000	
5.	AGM	E6	43200-66000	
6.	JGM	E5	36600-62000	
7.	Sr. DGM	E4	32900-58000	
8.	DGM	E3	29100-54500	
9.	Manager	E2	24900-50500	
10.	Asst. Manager	E1	20600-46500	
11.	Supervisor	S3	18500-35600	One motor cycle/ scooter/ moped or one bicycle
12.		S2	16000-30770	
13.		S1	13500-25520	
14.	Non-Supervisor	NS4	10170-18500	
15.		NS3	8000-14140	
16.		NS2	6670-11470	
17.		NS1	6090-9300	

5.2 The rates of transportation of Motor Car/Scooter/Cycle by road on transfer shall be as under:-

(a) When the Conveyance is sent under its own Propulsion:

Between places connected by rail	Between places not connected by rail
Prescribed rates limited to expenditure on transportation by passenger train on rail.	Prescribed rates



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(b) Where the conveyance is sent under its own propulsion and the employee does not travel in car, he / she will be entitled to separate fares by rail/air or to a separate road mileage for himself / herself. However, when the employee travels in his /her own car, he /she will not be entitled to any separate fare by train /air. Appropriate mileage allowance will be admissible for the members of his /her family, if they travel otherwise than by the conveyance being transported under its own propulsion.

(c) **When Conveyance is sent loaded on a Truck:**

Between places connected by rail	Between places not connected by rail
Actual expenses limited to prescribed rates or expenditure on Transportation by passenger train on rail, whichever is less.	Actual expenses limited to prescribed Rates.

Note: Prescribed rates means, the rates notified by the concerned Director of Transport, for various modes of transport, at the starting point.

5.3 An employee on transfer may be allowed an advance, in addition to composite Transfer Grant, not exceeding one month's basic pay. The advance shall be interest free and recoverable in three equal monthly installments from the salary of the employee.

14. EMPLOYEES MOTIVATION:

- Appreciation and reward for good work done.
- Lack of bureaucratic procedures and a more open work environment.
- No policy of hire and fire, genuine mistakes are ignored.
- Integrity is given high premium.
- A fair and transparent promotion policy.
- A caring environment through a system of access to higher management for grievance redressal.
- Scope for career progression and personal development.

15. EMPLOYEES WELFARE MEASURES IN MAHA METRO:

A. Various Advances granted to the employees of Maha Metro:-

1. **House Building Advance:** (For new house: 100 months basic pay or Rs. 15 lakhs for Non-Executives/ Rs. 20 lakhs for Executives; whichever is less. For enlarging an existing owned house/ flat: 50 months basic pay Rs. 7.5 lakhs for Non-Executives/ Rs. 10 lakhs for Executives; which ever is less).

2. **Vehicle Advance:** The advance for the purchase of a Conveyance (four wheeler) shall be granted as given below:-



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Ser No.	Pay Scale	Max. Amount of Vehicle Advance (in Rs.) applicable	Authorization of permissible type of Car that can be purchased
1.	HODs & above	Rs. 5 lakhs or 25 months * Basic Pay or actual cost of vehicle, whichever is less; subject to financial eligibility.	CIAZ or equivalent
2.	Dy. HODs		DEZIRE or equivalent
3.	Manager/ AM		i10 or equivalent

All Executives and Non-Executives of Maha Metro will be eligible for the **two wheeler** advance. In case of purchase of **two wheeler (motor cycle/ scooter)**, the limit of vehicle advance shall be restricted to 10 times of the Basic Pay or actual cost of two wheeler, whichever is less; subject to maximum of Rs. 1,00,000/-.

Only Supervisors and Non-Supervisors of Maha Metro will be eligible for the **bicycle** advance. In case of purchase of **bicycle**, the limit of vehicle advance shall be restricted to Rs. 4000/- or 7 times of the Basic Pay or actual cost of vehicle, whichever is less.

3. Multipurpose Advance: The amount of advance to be sanctioned would be as under:-

Ser No.	Maximum Eligible Advance Amount	Level/ Designation
1.	Rs. 1 Lakh or 15 months Basic Pay whichever is less	Supervisor/ Non-Supervisor
2.	Rs. 2 Lakhs or 15 months Basic Pay whichever is less	Asstt. Manager & Managers
3.	Rs. 2.5 Lakhs or 15 months Basic Pay whichever is less	DGM, Sr. DGM, JGM & AGM
4.	Rs. 3 Lakhs or 15 months Basic Pay whichever is less	HOD & Above

B. Insurance Policies:- Group Life Insurance Policy (Rs. 10 lakhs uniformly for all officers/ staff in Maha Metro).

C. Gratuity & Provident Fund facilities.

D. Other entitlements (depending upon the type of employment; post and conditions thereof):-

1. Identity Card
2. Access Card
3. Visiting Card (for executives only)
4. Electricity Reimbursement (for executives only)
5. Laptop Reimbursement (for executives only)
6. Newspaper/ Magazine Allowance (for executives only)
7. Briefcase Allowance (only for executives & supervisory staff)
8. Telephone re-imbursement (only for executives & supervisory staff)
9. Mobile Phone (reimbursement for handset for only for executives & supervisory staff; Drivers attached to Directors and Shift mobile telephone for all categories)



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10. Official vehicle (upto certain level)/ Vehicle Reimbursement (for executives)/ Vehicle Allowance (for non- executives)
11. Arduous Working Allowance
12. Composite Daily Allowance (Managers & below)
13. TADK Allowance (Dy. HOD & above)
14. Entertainment Allowance (for Directors, HODs & Dy. HODs only)
15. Rented Accommodation/ Self Lease Facility

E. Medical Facilities:-

Maha Metro employees will be authorized medical facility and re-imbursement as per the Maha Metro employee Medical Attendance Rules. In addition, Fixed outdoor medical allowance shall be reimbursed to the eligible employees on monthly basis as per the ceiling limits mentioned below:-

Ser No.	Designation	Limit of reimbursement per month (in Rs.)
1.	Directors & above	Rs. 2500/- per month
2.	ED, HOD & AGM	Rs. 2000/- per month
3.	JGM/ Sr. DGM/ DGM	Rs. 1750/- per month
4.	Manager/ AM	Rs. 1400/- per month
5.	Supervisor	Rs. 900/- per month
6.	Non-supervisor	Rs. 600/- per month

Further, all eligible employees can claim, separately for OPD treatment upto 90% of expenses incurred in outdoor medical treatment for Pathological Test/ Diagnostic Investigation Procedures apart from the monthly Fixed Outdoor Medical Allowance.

F. Leave entitlement:-

Maha Metro employees are eligible for various types of leave such as shown below:

1. Casual leave -	12 days per year.
2. Earned leave -	30 days per year for regular employees. 12 days per year for Re-employed employees/ Consultants.
3. Half Pay leave -	20 days per year.
5. Maternity leave -	For 2 children for a maximum period of:- ➤ For regular/ deputationists employees/ long term more than three years contractual employees with regular pay scales - 180days. ➤ For employees contractual period less than one year - 90 days. For employees contractual period exceeding one year - 135 days.



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6. Paternity leave -	For a period of 15 days up-to 15 days before or within 6 months from the date of delivery in full only.
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G. LTC entitlement:-

The scale of LTC entitlement will be as follows:-

1. **Home Town LTC:-** Once in block of two years for the journey by the direct/shortest route from his/her headquarters to his/her hometown and back.
2. **All India LTC:-** Once in block of four years for the journey from his/her headquarters to any other place in India and back, in lieu of a journey by the direct/shortest route to his/her hometown and back.
3. However, if LTC to other than hometown is not availed, the employee can avail one hometown LTC in lieu thereof in a block of four years in addition to one hometown LTC allowed during the four years block.

4. Mode of Entitlement:-

An eligible employee of the Corporation will be entitled to claim full reimbursement of the actual cost of travel, limited to total fare by the class of travel by Air/Rail, as given below. Those entitled by train but travel by air will be reimbursed only train fare.

Ser No.	Designation	Grade Code	IDA Pay Scale	CDA Pay Band	Grade Pay	Travel Entitlement		
						By Air	By Rail	By Road
1.	MD	E10	80000-125000			By Air (Domestic "Highest" Class)	-	-
2.	Directors	E9	75000-100000					
3.	ED	E8	62000-80000			By Air (Domestic "Y" Class)	-	-
4.	CGM	E7	51300-73000	37400-67000	10000			
5.	GM	E7	51300-73000	37400-67000	10000			
6.	AGM/ Sr. AGM	E6	43200-66000	37400-67000	8900	Not Authorized	Normal Train - 1 st AC Rajdhani - 2 nd AC Shatabdi - CC	-
7.	JGM	E5	36600-62000	37400-67000	8700	Not Authorized		
8.	Sr. DGM	E4	32900-58000			Not Authorized		
9.	DGM	E3	29100-54500	15600-39100	7600	Not Authorized		
10.	Manager	E2	24900-50500	15600-39100	6600	Not Authorized		



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11.	Asst. Manager	E1	20600-46500	15600-39100	5400	Not Authorized	Normal Train- 2 nd AC	AC Bus
12.	Supervisor	S3	18500-35600	9300-34800	4800	Not Authorized	Rajdhani- 3 rd AC	
13.		S2	16000-30770	9300-34800	4600	Not Authorized	Shatabdi - CC	
14.		S1	13500-25520	9300-34800	4200	Not Authorized		
15.	Non-Supervisor	NS4	10170-18500	5200-20200	2400	Not Authorized	Normal Train- FC/ 3 rd AC, Rajdhani- 3 rd AC Shatabdi - 3 rd AC	AC Bus
16.		NS3	8000-14140	5200-20200	2000	Not Authorized	Normal Train- FC/ 3 rd AC	-
17.		NS2	6670-11470	5200-20200	1800	Not Authorized	Normal Train- 2 nd Sleeper Class	-
18.		NS1	6090-9300	5200-20200	1800	Not Authorized		

In special circumstances, if an employee is required to travel by any other airline, other than Air India, the case can be considered sparingly with the approval of the Director concerned only.

For travel from residence to airport/ railway station/ bus stand, both for onward and inward journey, the employee may claim reimbursement of actual expenses incurred by entitled mode of journey as on official duty while availing LTC for Home Town.

In addition to the above reimbursement, in case of LTC availed for a place other than Home Town, in a block of 4 years, incidental charges at the following rates will be admissible:-

Incidental Charges:-

Ser No.	Category	Incidental Charges
1.	Non-Supervisors	Rs. 3750/-
2.	Supervisors	Rs. 5250/-
3.	Executives below HOD level	Rs. 6000/-
4.	Executives above HOD level	Rs. 9000/-



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16. LABOUR LAW COMPLIANCE:

Maha Metro Management is committed to compliance of all Labour Laws in its letter and spirit. For labour compliance, Maha Metro comes under the Central Labour Organization (through the office of Regional Labour Commissioner, Nagpur Region). To familiarize you with the labour laws and their compliance, some relevant information is as enumerated below:

A. Welfare facilities, which are to be provided by the contractors to the workers, are as follows:-

1. **Drinking Water:** The Contractor is under obligation to provide wholesome/ potable drinking water (5 liters per workmen per day). Drinking water facility should be easily accessible within a distance of 200 meters from the place of the work.
2. **Toilets:** The Contractor shall provide one toilet for every 20 workers, up to 100 workers and thereafter one for every 100 workers.
3. **Canteen:** If the Contractor has employed more than 100 workers, then he must provide canteen to workers on a "No profit no loss" basis. If the workplace is situated more than 200 meters from the canteen, contractor shall make arrangement for serving tea and light refreshment to such workers at the work place.
4. **Labour Accommodation:** The Contractor shall provide free of charge, temporary living accommodation to all his workers as close as possible to the work site. This accommodation shall have a cooking place, bathing, washing and lavatory facilities.
5. **Crèches:** If more than 50 female workers are employed at a site then a crèche must be provided by the Contractor for taking care of their children below 6 years of age.
6. **Medical Checkups:** The Contractor shall arrange for free medical examination of all workers before employing them and after illness or injury by a physician authorized by the Contractor.
7. **Occupational Health Centers:** The Contractor shall maintain an 'Occupational Health Center' at the construction site with proper medical facilities and appoint a "Construction Medical Officer".
8. **Ambulance Van and Room:** The Contractor shall maintain at the construction site an Ambulance Van and a room or make arrangement with a nearby hospital for providing an Ambulance.
9. **First Aid Box:** The Contractor shall provide one 'First Aid Box' for every 100 workers at an easily accessible place.
10. **Prevention of mosquito breeding:** The Contractor shall take every measure to prevent mosquito breeding at the site like Fumigation/ spraying of insecticides at regular intervals.
11. **Safety gears:** The Contractor shall provide free of cost safety gears, viz. Safety helmet, safety shoes, high visibility jacket to all workers and full body harness to those working at a height and gloves/ goggles etc. to specific categories.



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B. Important Labour Laws relevant to MAHA METRO:-

1. Contract Labour (Regulation & Abolition) Act:

- (a) If a Principal employer employs 20 or more workers through one contractor or more, the principal employer must be registered under the Act by submitting Form I along with requisite fees with RLC (Central), Nagpur Region.
- (b) The Contractor employing 20 or more workers must obtain a license on deposit of requisite fee in Form IV with RLC (Central), Nagpur Region.
- (c) The contractor has to provide one canteen if number of workers is 100 or more.
- (d) First Aid facilities, rest room, Drinking Water, latrines and washing facilities are to be provided by the contractor.
- (e) The Principal employer has to maintain a register of Contractors in Form XII.
- (f) The Contractor has to issue employment card to each worker in Form IV and Service certificate in Form XV after termination.
- (g) Every contractor has to maintain Muster Roll, Register of Wages, Register of Deduction, Fines, Advances, Overtime in prescribed forms.
- (h) The contract has to display abstract of the Act and Rules in Hindi, English and local languages.
- (i) The Principal employer and Contractor are required to display notices showing Rates of Wages, Hours of Work, Wage Period, Date of Payment, names and addresses of Inspector and send copy to the Inspector.

2. Minimum Wages Act, 1948:

- (a) The Employer has to pay wages not less than the Minimum Wages fixed by the appropriate Government.
- (b) If less than 1000 workers are employed then wages shall be paid on 7th of every month for the preceding month.
- (c) If more than 1000 workers are employed then wages shall be paid on 10th of every month.
- (d) The Employer can make authorized deductions, like Income Tax, PF, and advance recovery etc. only from the wage of the employee / worker.
- (e) Employer has to provide one weekly "Rest" to a worker after every six days working.
- (f) Normal working hours are fixed as 9 hours per day including one hour of lunch and rest. The actual working hours is fixed at 48 hours.
- (g) The Overtime rate shall be paid @ double the rate of ordinary wages.
- (h) The Contractor/ employer has to maintain Register of Wages in Form X and Wages slips should be issued in Form XI.



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(i) The annual returns in Form III as per Rule 21 (4A) shall be submitted to the Inspector before the first day of the month of February of the succeeding year.

3. Payment of Wages Act:

(a) All wages shall be paid in current coins or currency notes or in both or through bank.

(b) Other points are same as Minimum Wages Act.

4. Inter-State Migrant Labour Act:

(a) Every establishment wherever 5 or more inter-state migrant workmen are employed, Principal employer shall apply for Registration in Form I along with prescribed fees.

(b) No contractor shall employ any inter-state migrant labour without obtaining license from the licensing officer of the area where the organization is situated.

(c) The Contractor shall send half yearly return in Form XXIII to the Licensing Officer not later than 30 days from the close of the half-year commencing from 1st January.

(d) Wages rates, hours of Work and other conditions of the migrant workman shall be same as those applicable to such workmen in the establishment or Minimum wages notified by the Government in any scheduled establishment whichever is higher.

(e) Contractor shall pay in addition to the wages, a non refundable Displacement Allowance equal to 50% of the wages payable to him or Rs. 75/- whichever is higher.

(f) The contractor shall pay a journey allowance of a sum not less than the fare from the place of residence of the workman to the place of work to the workman for the outward and return journeys. The workman is also entitled to the payment of wages during the period of such journeys as if he was on duty.

5. Workmen Compensation Act:

(a) Every workman is eligible to get compensation on death or personal injury resulting in total or partial disablement or occupational disease arising out of and during the course of employment.

(b) Workmen Compensation is to be paid to the beneficiary within one month of the accident.

(c) In case of death from injury: Workmen Compensation = 50% of wage x Relevant factor or Rs. 1,20,000/-; whichever is more.

(d) In case of Total Disablement from injury: Workmen Compensation = 60% of wage x Relevant factor or Rs. 1,40,000/-; whichever is more.

(e) Contractor shall inform Workmen Compensation Commission within 7 days of the accident in Form EE about the fatal or serious injury.



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(f) Compensation to be paid when due and penalty for default:-

(i) Compensation under section 4 shall be paid as soon as it falls due.

(ii) In cases where the employer does not accept the liability for compensation to the extent claimed, he shall be bound to make provisional payment based on the extent of liability which he accepts, and, such payment shall be deposited with the Commissioner or made to the workman, as the case may be, without prejudice to the right of the workman to make any further claim.

(iii) Where any employer is in default in paying the compensation due under this Act within one month from the date it fell due, the Commissioner shall—

(aa) Direct that the employer shall, in addition to the amount of the arrears, pay simple interest thereon at the rate of twelve per cent per annum or at such higher rate not exceeding the maximum of the lending rates of any scheduled bank ("scheduled bank" means a bank for the time being included in the Second Schedule to the Reserve Bank of India Act, 1934) as may be specified by the Central Government, by notification in the Official Gazette, on the amount due; and

(ab) If, in his opinion, there is no justification for the delay, direct that the employer shall, in addition to the amount of the arrears, and interest thereon pay a further sum not exceeding fifty per cent of such amount by way of penalty; provided that an order for the payment of penalty shall not be passed under clause (b) without giving a reasonable opportunity to the employer to show cause why it should not be passed.

(iv) The interest and the penalty payable shall be paid to the workman or his dependant, as the case may be.

(v) No out of Court settlement is permissible under the act.

6. Employees Provident Fund and Miscellaneous Provisions Act, 1952:

(a) Every establishment employing 20 or more persons shall be covered under this act.

(b) Employee and employer are required to contribute 12% of Basic + D.A to this fund.

(c) PF is un-attachable by courts of law.

(d) Sum is payable normally on retirement or death.

(e) Other benefits include Employee's Pension Scheme and Employees Deposit Linked Insurance Scheme.



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7. Payment of Gratuity Act, 1972:

- (a) An employee becomes eligible for Gratuity on completion of 5 years service except in case of death or disablement.
- (b) 15 days of salary last drawn (= last drawn monthly salary * 15/26) is given for every completed year of service.
- (c) Ceiling of Gratuity = Rs. Twenty Lakhs.

C. About Central Labour Organization - Office of Chief Labour Commissioner/ Regional Labour Commissioner (Central):-

The Organization of Chief Labour Commissioner (Central) (CLC(C)) also known as Central Industrial Relations Machinery (CIRM) is entrusted with the following functions:

- 1. Prevention and settlement of industrial disputes through conciliation/mediation.
- 2. Enforcement of Labour Laws and Rules made there under in Central Sphere.
- 3. Quasi-Judicial functions.
- 4. Verification of Trade Union membership.
- 5. Miscellaneous Functions.

Prevention And Settlement Of Industrial Disputes: The CIRM ensures harmonious industrial relations in the central sphere establishments through:

- (a) Intervention, mediation and conciliation in industrial disputes with a view to bring about settlements of disputes.
- (b) Implementation of settlements and awards.
- (c) Interventions in situations of threatened strikes and lockouts with a view to avert them.

Enforcement of Labour Laws and Rules: Enforcement of labour laws and rules made there under is an important function of the organization of CLC (C). Major establishments covered under the Central sphere include Railways, Mines, Banks, Insurance, Major Ports, Cantonment Boards, ONGC, Indian Oil, BPCL, HPCL, FCI. Under the Industrial Employment (Standing Order) Act, besides the above establishments all central public sector undertakings are covered and under Payment of Gratuity Act besides the above establishment all central public sector undertakings and establishments having branches in more than one state fall in Central Sphere.

Names of the Enactments enforced in Central Sphere:

- 1. Industrial disputes Act, 1947
- 2. Payment of Wages Act, 1936 & Rules made there under for Mines, Railways, Air Transport Services and Docks Wharves and Jetties in major ports



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3. Minimum Wages Act, 1948
4. Contract Labour (Regulation & Abolition) Act, 1970
5. Equal Remuneration Act, 1976
6. Inter State Migrant Workmen (RE&CS) Act, 1979
7. Payments of Bonus Act, 1965
8. Child Labour (P&R) Act, 1986
9. Payment of Gratuity Act, 1972
10. Labour Laws (Exemption from furnishing returns and Maintaining Registers by certain Establishments) Act, 1988
11. Building & other Construction Workers (RE&CS) Act, 1996
12. Chapter VI-A of Indian Railway Act, 1989 Hours of Employment Regulations for Railway Employees
13. Industrial Employment (Standing Orders) Act, 1946
14. Maternity Benefit Act, 1961 (Mines & Circus Rules 1963)
15. MES Contractors Workers Regulations

Quasi-Judicial functions:

The officers of CIRM perform quasi-judicial functions under various labour enactments as shown below: -

CLC (C)	Director General (Inspection) under BOCW (RE&CS) ACT (now the power is delegated to one of the Dy.CLCs(C)) & Appellate Authority under IE (SO) Act & Right to Information Act, 2005
Dy. CLC (C)	Appellate Authority under IE (SO) Act. Authority under Rule 25(2) (v)(a) and (b) of CL (R&A) Central Rules 1971.
RLC (C)	Authority under M.W. Act. RLCs (C) who are not heading a region have been declared as Registering and Licensing Officer under CL(R&A) Act and Registering officer under BOCW Act, Controlling Authority under P.G. Act and Authority under Equal Remuneration Act, Appellate Authority under CL(R&A) Act, P.G. Act, E.R. Act, Certifying officer under IE (SO) Act. Supervisor of Railway Labour under HOER.
ALC (C)	Controlling Authority under P.G. Act., Authority under E.R. Act, Registering & Licensing Officer under CL (R&A) Act. Registering Officer under BOCW (RE&CS) Act & ISMW Act.

Verification of Trade Union membership:

The officers of CIRM are required to conduct verification of trade union membership as under:-

- (a) Verification of Trade Union membership for recognition under Code of Discipline as directed by Ministry of Labour and Employment or by order of High Court, Supreme Court.



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(b) Statutory verification for appointment of workmen Director in Nationalized and State Banks under:

(i) State Bank of India and its subsidiaries (Appointment of Employee Directors) Rule, 1947.

(ii) Nationalized Banks (Management and Miscellaneous Provisions) Scheme, 1980.

(c) General verification of Central Trade Unions Organization by checking records and sampling.

Right to Information Act, 2005: Right to Information Act was introduced in October, 2005. All the RLCs (C) in the field have been declared as CPIO and Dy. CLCs (C) in the field have been declared as Appellate Authority. Dy CLC (C) in Headquarters has been declared as CPIO and Chief Labour Commissioner (C) is the Appellate Authority for HQs w.e.f. 17th January, 2007.

Miscellaneous Functions: In addition to the above, CIRM performs many miscellaneous functions described below: In addition to the above, CIRM performs many miscellaneous functions described below:

(a) Conducting periodic meetings of Minimum Wages Advisory Board and notifying V.D.A. every six months as per A.I.C.P.I. number.

(b) Defending M.O.L. in Writ Petitions filed against Ministry in different High Courts.

(c) Investigations of Complaints.

(d) Assisting Central Advisory Contract Labour Board as conveners of different sub-committees to examine the question of abolition of contract labour system in different employments.

(e) Assisting Ministry in preparation of different reports required to be submitted to ILO.

(f) Supplying information to Ministry for replying Parliament Questions on statutes enforced by CLC organization.

(g) Advising M.O.L&E in Conflict situation like strikes of All India Nature and other Labour matters.

(h) Assisting the Ministry in interpretation/clarification of complicated legal issues raised by other employing Ministries, State Governments, employers and workmen.

(i) Attending to Parliamentary Committees and other important delegations as per advice of the Ministry.

(j) Keeping Liaison with State Government Labour Departments for collection of information as per directions of Ministry.

(k) Assisting M.O.L&E in training of C.L.S. officers. Monitoring the work of and providing guidance to ALWCs, DLWCs, LWCs posted in the industrial and other establishments under the control of the Central Government.



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17. MAHA METRO'S ENVIRONMENTAL INITIATIVES:

One of the mission statements of Maha Metro is to cause minimum negative impact to the environment and utilize the full potential of 'Green Energy' in the form of Solar, Wind, etc. The Maha Metro corporate culture is also in line with this mission statement, which, inter-alia states:

- (a) Construction activities should not inconvenience or endanger public or leave unsightly scars in the city.
- (b) Construction should not lead to ecological or environmental degradations.

WHAT YOU CAN DO TO SAVE THE ENVIRONMENT

1. Plant a tree wherever you can.
2. Save energy. Energy saved is energy generated.
3. Don't let the air conditioner running when you go out of your room.
4. Switch off lights whenever leaving the room.
5. As per one study there is scope for saving nearly 30% electricity in Government offices.
6. Use fewer lights during day time.
7. Use energy saving devices such as CFL/ LED.
8. Make use of solar power.
9. Don't burn leaves or garbage as burning adds to green house gases (GHG) burdening the fragile planet. Make compost out of them.
10. Use public transport wherever convenient instead of using individual vehicles.
11. Pool cars wherever possible.
12. Have as small as an ecological footprint as possible.



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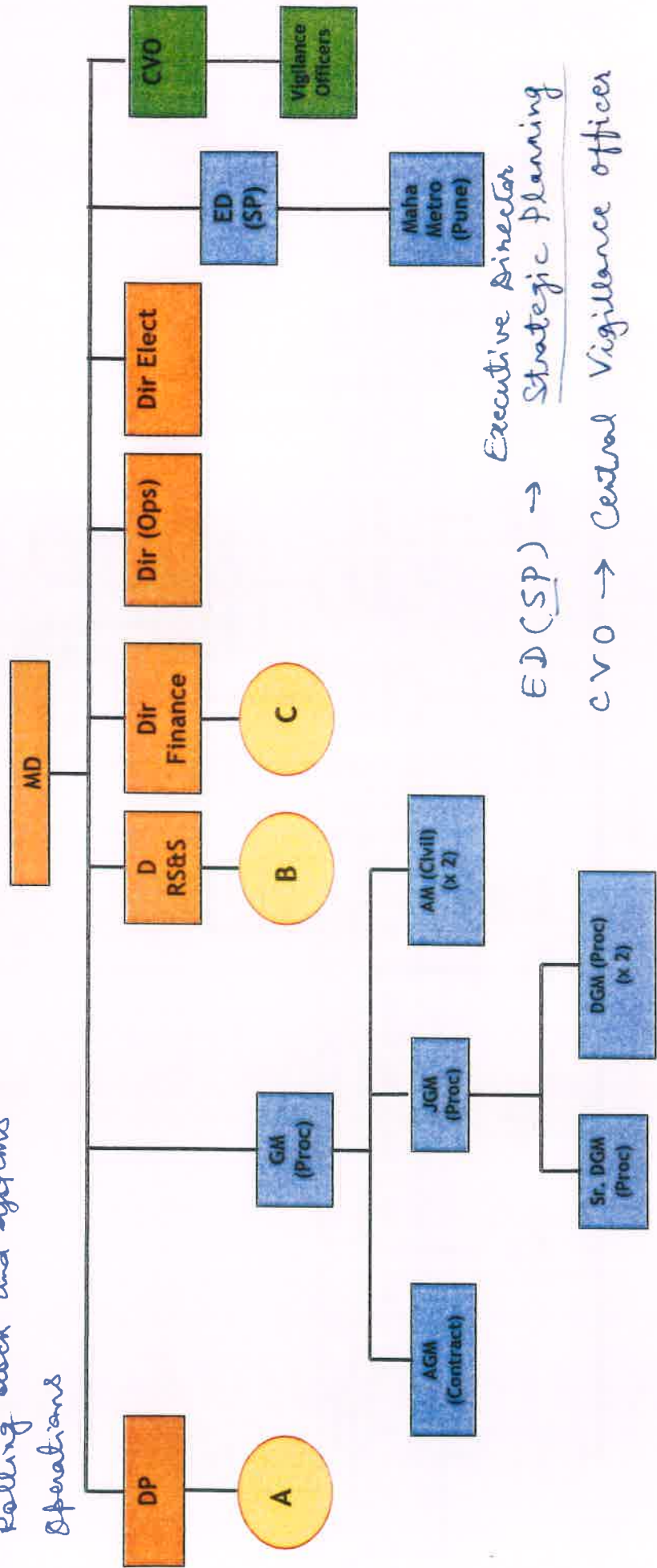


MAHARASHTRA METRO

MD - Managing Director
DP Director Project-
RS&S Rolling Stock and Systems
Dir (Ops) Operations
in (Elect)
↓
Electrical

Appendix A

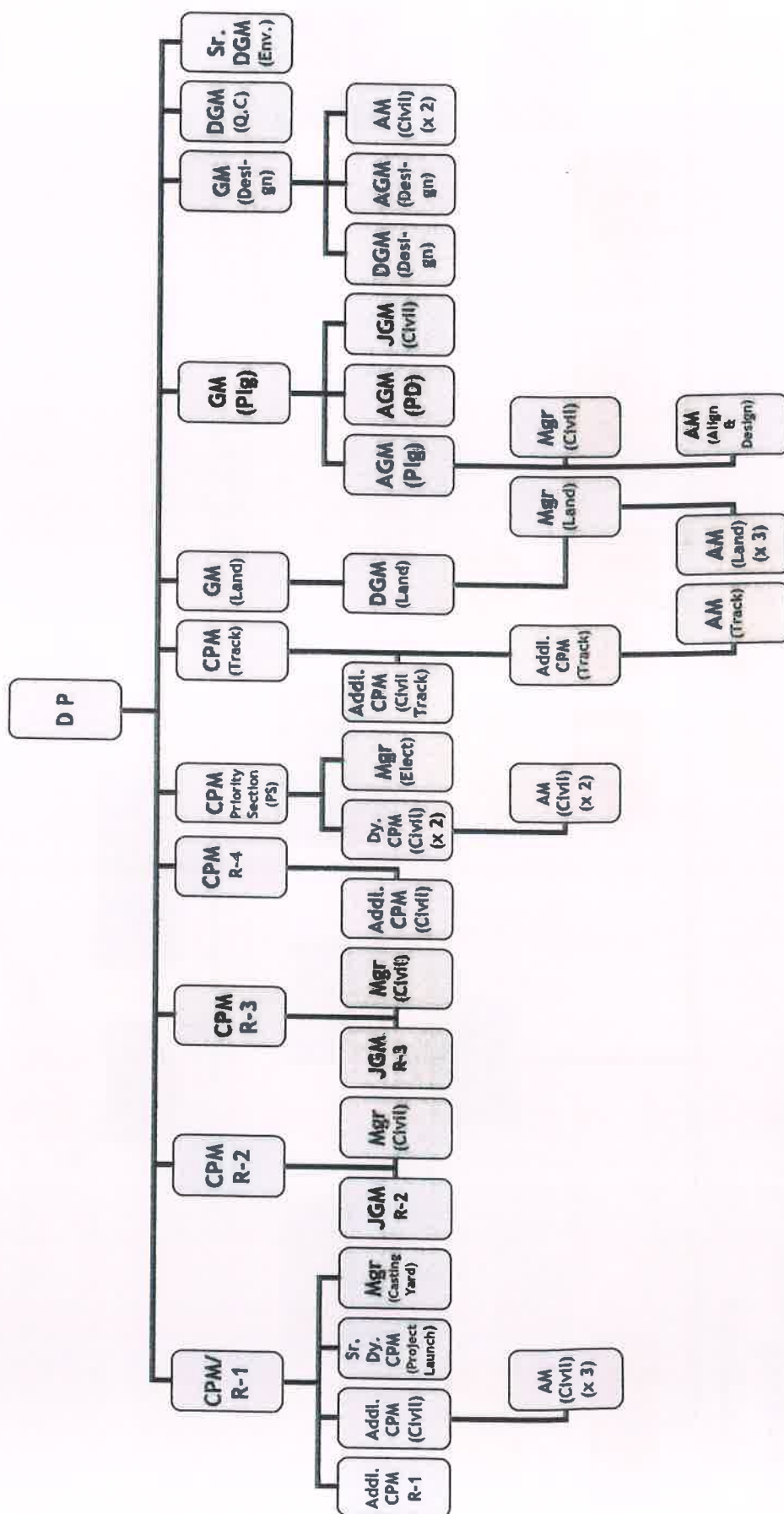
MAHA METRO ORG STRUCTURE

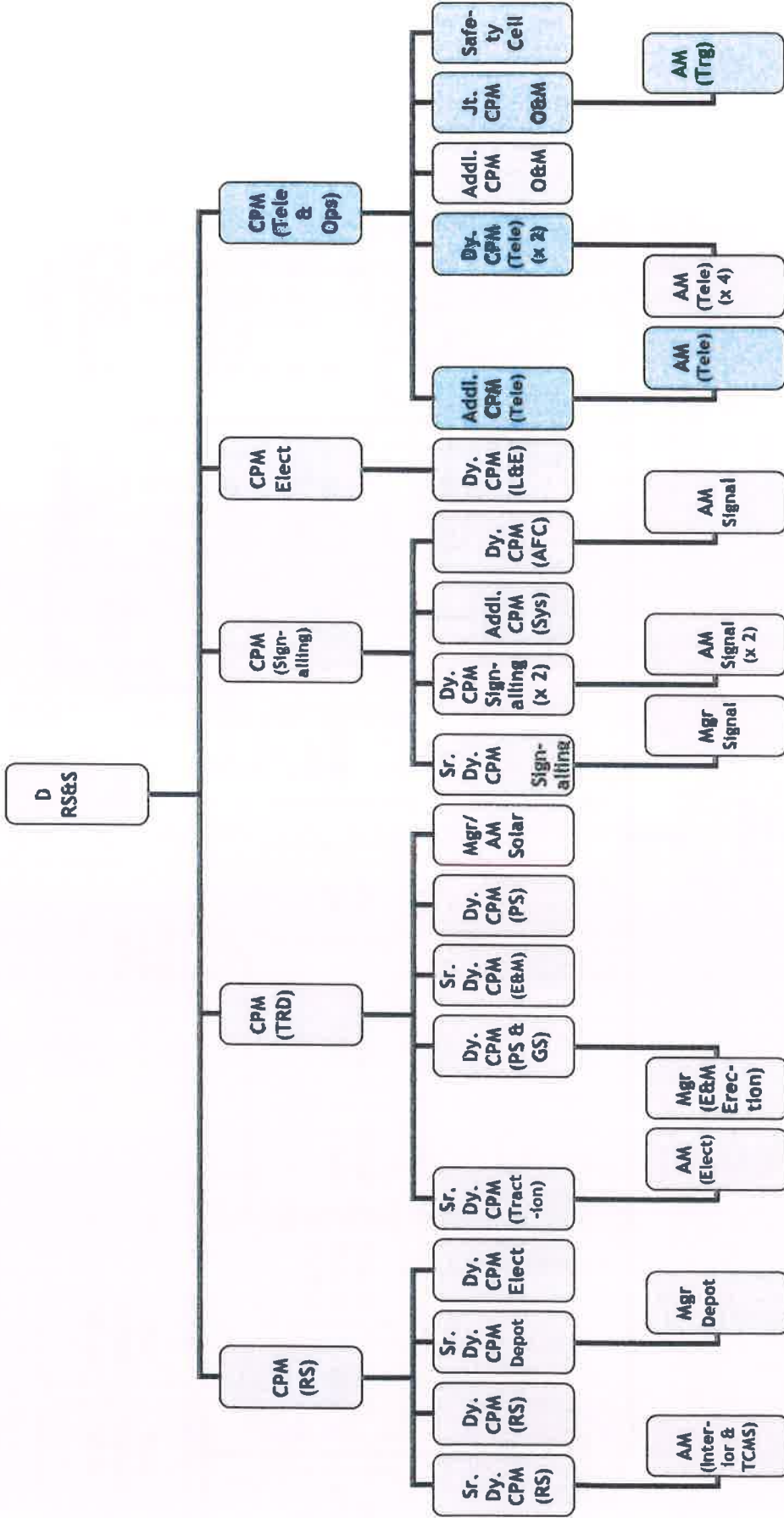


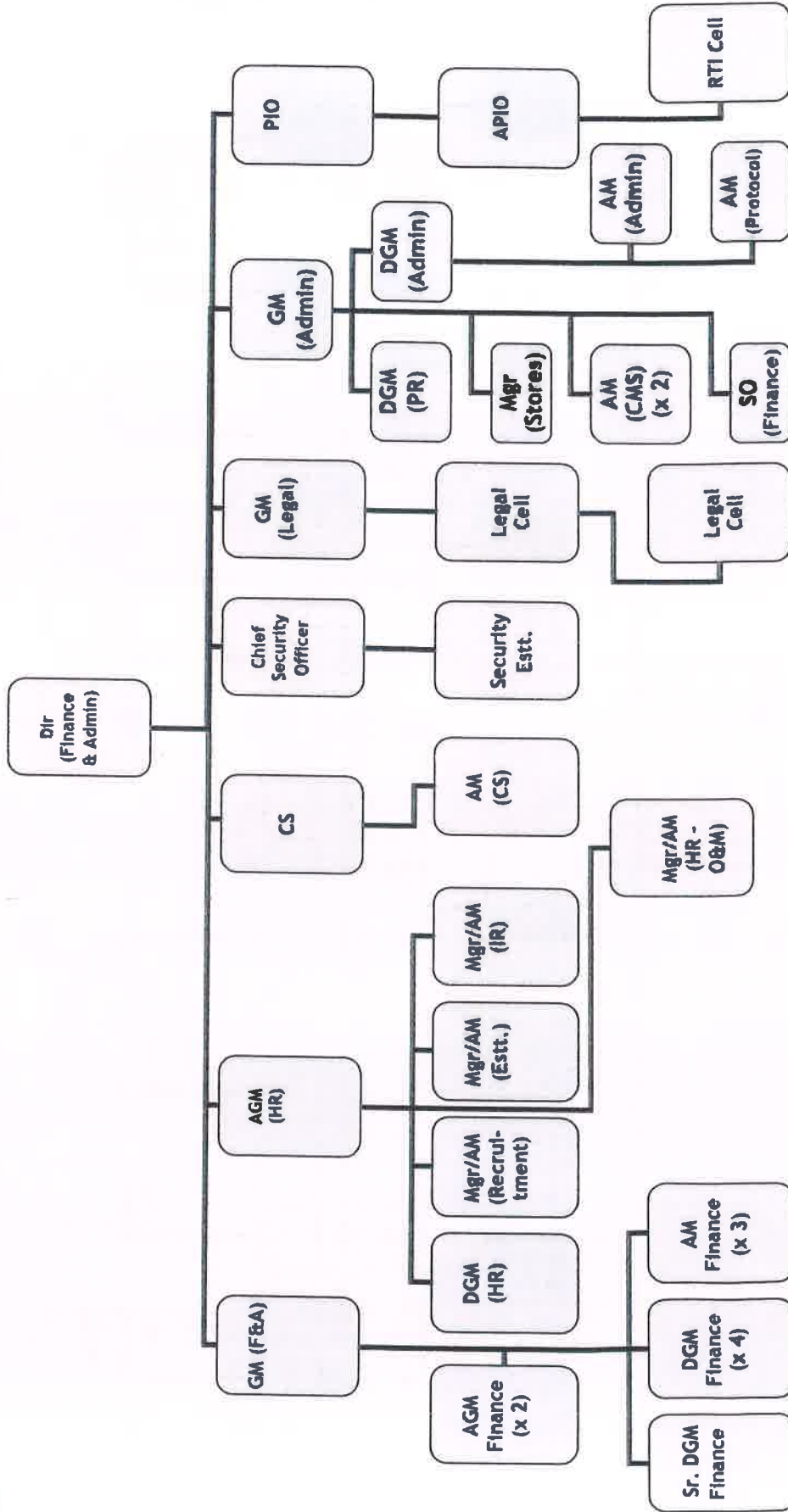
ED (SP) → Executive Director
Strategic Planning
CVO → Central Vigilance officer

FUNCTIONAL BOARD OF DIRECTORS











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DP	Director Projects
ED (SP)	Executive Director (Strategic Planning)
CPM	Chief Project Manager (equivalent to G.M)
Jt. CPM	Joint Chief Project Manager (equivalent to Jt. G.M)
Sr. Dy. CPM/ Dy. CPM	Senior Deputy CPM/ Deputy CPM
R-1/2/3/4	Reach 1/2/3/4
Mgr	Manager
AM	Assistant Manager
PS	Priority Section
Plg	Planning
Q.C	Quality Control
RS	Rolling Stock
AFC	Automatic Fare Collection
Proc	Procurements
O/ Ops	Operations
R&T	Recruitment/Manpower Requirement & Training
Maint	Maintenance
CVO	Chief Vigilance Officer
CS	Company Secretary
PR	Public Relations
RS & S	Rolling Stock and Systems
Admin	Administration
SP	Strategic Planning

