



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

**TADK (TELEPHONE ATTENDANT CUM DAK KHALASI) ALLOWANCE**



## **TADK (TELEPHONE ATTENDANT CUM DAK KHALASI) ALLOWANCE**

1. All Officers at the level of Dy. HOD and above on Regular/ Contract/ Deputation basis only in the IDA/ CDA pay scale will be eligible for TADK reimbursement as per the rates as given below:-

Description of Entitlement	Board level Executives	HODs (upto ED level)	Dy. HODs
Reimbursement of TADK	Rs. 12,000/- per month reimbursement	Rs. 10,000/- per month reimbursement	Rs. 8000/- per month reimbursement

2. The concerned officer shall be allowed to engage TADK by his/ her own.
3. The TADK reimbursement will be towards engaging a helper/ TADK at home only.
4. In case the officer is repatriated back to his/ her parent department or retires, then the services of TADK will be discontinued.
5. For reimbursement towards engaging a helper/ TADK, the concerned Officer shall submit an attested copy of Identity proof and address proof of the concerned helper/ TADK.
6. The concerned Officer will not claim for regularization of the helper/ TADK into Maha Metro and any such claims will not be entertained in any case.
7. The concerned Officer will submit a monthly declaration as given in **Annexure A** below, regarding the employing of the TADK to the HR Department for verification, which will then be forwarded to the Finance Department for reimbursement.
8. **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**

**DECLARATION REGARDING TADK**

I \_\_\_\_\_ working as \_\_\_\_\_ in \_\_\_\_\_ Department of Maha Metro and in receipt of helper/ TADK allowance of \* Rs. 12,000/ Rs. 10,000/ Rs. 8000 per month hereby confirm and declare that:-

(1) I have employed Shri/ Smt./ Ms. \_\_\_\_\_ as a helper/ TADK for performance of duties as specified by the Corporation and that he/ she has not been employed on any other work or duties.

(2) The above helper/ TADK has been employed by me for the month of \_\_\_\_\_.

(3) I will be paying an amount of \* Rs. 12,000/ Rs. 10,000/ Rs. 8000 per month to above named helper/ TADK for performance of the above duties during the above period.

(4) A receipt from the helper/ TADK evidencing payment of \* Rs. 12,000/ Rs. 10,000/ Rs. 8000 per month to him/ her for the above period will be maintained by me and can be produced for verification as and when required.

(5) Any change or disengagement of the above helper/ TADK during the above period will be notified by me to the Corporation.

(6) It is further certified that I have actually spent an amount not less than Rs. \_\_\_\_\_ on the above account during the last quarter.

\* Strike out the rates which are not applicable.

Dated:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Employee No: \_\_\_\_\_

**Forward to HR Department**