



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

TRANSPORT (CONVEYANCE) FACILITIES FOR EXECUTIVES



TRANSPORT (CONVEYANCE) FACILITIES FOR EXECUTIVES

1. SHORT TITLE AND COMMENCEMENT:-

1.1 The subsequent paragraphs enumerate the rules pertaining to the "Transport (Conveyance) Facility for the Executives" in Maha Metro.

2. APPLICABILITY:-

2.1 The Transport (Conveyance) Facility in Maha Metro will be applicable to all Executives only employed in Maha Metro.

3. OBJECTIVE:-

3.1 These rules have been designed to provide due monetary compensation for the expenses being incurred by the Executives in Maha Metro for conveyance in discharging their duties in the Corporation.

4. TRANSPORT (CONVEYANCE) FACILITIES FOR EXECUTIVES:-

4.1 MD and Director Level Executives of Maha Metro will be provided with a vehicle (with no mileage restriction) by the Corporation.

4.2 The transport facility for balance of the grades of executives is as given below:-

(a) HOD, Dy. HOD level Executives will be entitled for a vehicle from the Corporation with fixed Kms per month (as mentioned in table below).

(b) Manager and AM level Executives will be eligible to use a Corporation vehicle on twin sharing basis or personal vehicle on individual basis upto the limit of 1500 Kms each.

4.3 The Executives will be permitted to use their personal vehicle for official journeys against which reimbursement of recurring expenses shall be paid towards mileage, driver and other charges like insurance, maintenance, cleaning, parking, toll etc. The details are as follows:-

(a) The monthly reimbursement of recurring expenses shall be paid towards mileage, driver and other charges like insurance, maintenance, cleaning; parking, toll etc. shall be made on a consolidated basis.

(b) The all inclusive consolidated monthly reimbursable amount to various Officers as per the Kms permitted per month for using own vehicle for official journeys is as shown in the table below:-



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Designation	Kms limit per month	Limit per month per Officer (in Rs.)
Director	No mileage restriction	Rs. 55,000/-
ED/ CGM/ GM	A/C 2000 Kms	Rs. 40,000/-
AGM/JGM/ Sr. DGM/ DGM	A/C 1500 Kms	Rs. 25,000/-
Manager and AM	A/C 3000 Kms on twin sharing basis	Rs. 15,000/-

(c) The car use recovery will be @ Rs. 4.00 per Km to be deducted for the private use of the vehicle and/ or any extra KM used beyond the permissible monthly limits from the pay of the respective Executives.

(d) The Executives who are eligible for a vehicle as per this policy and are posted at the Head Office and are not required to visit sites frequently as well as Officers of the Finance Department posted subsequently at the sites and Officers of O&M Department can use their personal vehicle for official purpose against the reimbursement of expenses as detailed above.

(e) The Executives who desire to avail the above said option shall have to make a request to the HR Department in writing and those who exercise this option on sanction from the HR Department, shall not be eligible for Corporation owned/ hired vehicle, CDA, Vehicle/ Transport Allowance, Late sitting, Intra-city travel expenses and transport allowance.

(f) The HR department shall issue a sanction for the same to the concerned Executives. Further the concerned Executive will not be provided company vehicle and no other payments towards overtime, extra mileage will be permitted.

(g) The monthly consolidated reimbursement of the vehicle running shall be made the finance department on 5th of the following month. All officers can submit monthly reimbursement claim on self declaration certificate at the time of joining as per **Annexure-A**.

(h) In case the Executive remains on leave or on tour for more than 15 days consequently in a month, the entitled amount towards reimbursement shall be reduced to 50% of the eligible amount. However, for such Executives who remain on leave or on tour for continuous period of more than 30 days nothing will be payable. No reimbursement will also be made for the period of Leave Without Pay (LWP)/ Extra Ordinary Leave (EOL).

(i) The Executives shall keep all the documents including vehicle registration in their name, invoice, insurance for the vehicle and PUC of the vehicle. The same shall be produced by them to Maha Metro/ Income-Tax authorities as and when required.

(j) The Executives who have been posted in Head Office do not wish to avail the self vehicle facility as per this option shall be eligible to avail the vehicle facility as per the transport policy of the Corporation.



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4.4 This policy will be applicable to all Regular/ Contract/ Deputaionist Employee on the payroll of Maha Metro. However employees on fixed lump sum fees/ fixed amount pay/ Consultants will not be eligible for this facility.

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.