



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

VEHICLE ALLOWANCE (VA)



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



VEHICLE ALLOWANCE (FOR NON-EXECUTIVES)

The vehicle allowance (for Non-executives) shall be as per following terms and conditions:-

Ser No.	Employee Category	Admissible vehicle allowance per month (in Rs.)
1.	Supervisors	Rs. 2000/- p.m
2.	Non-Supervisors	Rs. 1000/- p.m

1. The Supervisors/ Non-Supervisors working at project site and drawing CDA are only entitled for vehicle allowance.
2. Vehicle Allowance will be paid to only those Supervisors/ Non-Supervisors who are working at project site and using their own vehicle.
3. The employees who are entitled for vehicle allowance will not be eligible for late sitting, intra city travel expense, company hired vehicle and transport (conveyance) facility.
4. The Supervisors/ Non-Supervisors who are working on project site shall keep all documents viz. driving license, pollution certificate, latest insurance including vehicle registration in their name.
5. All HODs are advised to prepare a consolidated list of employees entitled for vehicle allowance, under their control, duly filled in enclosed format (Annexure A) and forward the same to HR department every month with their recommendation for sanctioning the same.
6. All the claims in the specified proforma should be submitted to the HR department before 10th of every month for processing the same for payment. The claims which will be received after 10th of every month will be processed for payment in next month.
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

VEHICLE ALLOWANCE APPROVAL FORMAT

Subject: - Request for approval for reimbursement of VA (Vehicle Allowance).

With reference to the Vehicle Allowance policy of Maha Metro, the request for reimbursement of VA for the Staff is enclosed in the format given below.

For the month of: _____

Ser No.	Employee No.	Name (Shri./ Smt./ Ms.)	Designation	Posting location (mention posting site name)	Visiting different site more than 15 days in a month (mention site names)	Date of VA approval	Mobile No. of the employee

(Please enclose Registration, Driving License, Pollution Certificate, latest Insurance copies)

Signature of Controlling Officer
(Dy. HOD/ Manager with Name & Designation)
Date:

Signature of HOD
(Name & Designation)

Forward to HR Department

(Note: - To be submitted by 10th of every month, else it will be processes in the next month).

Use extra sheet if necessary.