

No. PERS/07-01/2017

Dt: 26.04.2018

CORRIGENDUM

Sub: Compensation for Travel on Company's Business.

Clause 6 (d) on 'Travelling Charges within the City' under Section I (RITES Travelling and Daily Allowance Rules) of RITES' Policy on Compensation for Travel on Company's Business, issued vide O.O. No. PP/07/2018 dated 05.02.2018, stands modified as below, effective from 16.01.2018.

Travelling Charges within the City

i) Taxi Charges for Airport transfers during official tours:

- From residence to airport: Rs. 560/- (25% night charges extra) or actual expenditure, whichever is less.
- From airport to residence: Rs. 675/- (25% night charges extra) or actual expenditure, whichever is less, subject to pool car being not available.

ii) Autorickshaw Charges for visit in Delhi & NCR*

Fare	Rs. 25/- for first 2 kms (upon downing the meter) and thereafter Rs. 8.00 per km for every additional km.
Night Charges	25% of the fare (11:00 PM to 5:00 AM)
Luggage Charges	Rs. 7.50/- shall be charged as extra luggage charges whereas the driver / operator shall not charge any money for a shopping bag or a small attaché / suitcase.

iii) Taxi Charges (Black & Yellow) for visit in Delhi & NCR*

Fare	Rs. 25/- for first 1 km (upon downing the meter) and thereafter Rs. 14/- per km for Non-AC Taxis and Rs. 16/- per km for AC Taxis for every additional km.
Night Charges	25% of the fare (11:00 PM to 5:00 AM)
Luggage Charges	Rs. 10/- shall be charged as extra luggage charges whereas the driver / operator shall not charge any money for a shopping bag or a small attaché / suitcase.

Note: Employees using their own vehicles will also be reimbursed on the basis of same Autorickshaw / Taxi rates, as above.

* The above rates shall also be applicable to places other than Gurgaon and NCT of Delhi where no specific rates have been prescribed either by the Director of transport of the Concerned State or of the Neighbouring States. In case the rates prescribed by the local Transport Department of the State / City are higher than these rates, the higher rates shall be applicable on production of the copy of State Transport Department orders.

(Ved Parkash)

Group General Manager/Pers.

Distribution:

As per standard mailing list.

AGM/IT - for uploading on RITES website

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