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**PERQUISITES/FLEXIBLE TERMS FY.2023-24**

* **Name of the Contact Person for Claiming the Perks/Flexibles**

**Mr. Mitesh**

Contact Direct - 61154037 Ext: 337 [Andheri Office]

Email id**:** [**miteshparikh@dolatcapital.com**](mailto:miteshparikh@dolatcapital.com)

* All Perquisites / Flexible shall be given on quarterly and not on monthly.
* All bills are to be provided in originals & genuine for any claim within the given time limit.

**1st week of July (For claiming the amount of April to Jun23)**

**1st week of Oct (For claiming the amount of July to Sep23)**

**1st week of Dec (For claiming the amount of Oct to Dec23)**

**10th of Mar (For claiming the amount of Jan to Mar24)**

* Perks are provided to the staff for the sake of their Income Tax benefit only. But in future if any objection arises from the Company’s Auditors or Income Tax Authorities then the all given perks may be reduced or may be totally cancelled. Please take a note of it.
* Perks cannot be changed or modified once it’s being OPTED in the beginning of the FY.2023-24.ie.APR23. New comers should confirm the perks by 2 days of their joining, else the given perks are taken as final.
* If anyone wish further reduction in their eligible PERKS or do not want any perks, and the same to be shown as their salary part then this should be intimated to us by email within 2 days of the joining.

Email ID to this is [harish@dolatcapital.com](mailto:harish@dolatcapital.com) [Extn :327,Harish Suvarna] Or to your HRs.

* LTA applicable twice in a block period. [Should inform if you have already taken in your previous employer in a block period,\*Current Block period is 01.01.22- 31.12.25]
* As far as reimbursement of residential telephone is concerned, same will not be reimbursed as now it will be a taxable perquisite as per new rules. Only expenses of ONE mobile number will be reimbursed.
* For Motor Car (Log Book is must, available with the HR) & Professional Development have been reduced to the tune of 50% comparing the earliert period as 75 to 90% of these Reimbursement may become a part of the salary income in view of the Income Tax (13th Amendment) Rules 2009 if it could not be proved.
* Unclaimed Perquisites/Flexibles if any shall only be given at the end of the year as an Arrears or as an Ex-Gratia. (ie.with the Mar24 Salary) and not beyond this date.

**Following are the PERKS METHOD:**

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| **Sr No.** | **Heads** | **\*Eligible Bills** | **Eligible person** |
| **1** | **Food Coupon** | **Nothing** | **NA** |
| **2** | **LTA** | **Train Ticket or Air Tickets (Economy Class)** | **Self-Spouse Children, Dependent** |
| **3** | **Motor Car** | 1. **Petrol Bills or Car repairs or Driver Salary** 2. **For Driver salary Voucher duly signed by the driver on revenue stamp.Rs.8333 & above pm. payment in cash is not allowed.** 3. **Maintenance of Log book is must (Format attached)** 4. **One need not to have your own Motor car.** | **Self** |
| **4.** | **Professional Development** | **Business magazines, related Newspapers & Software Magazines, CDs (Only IT staff)** | **Self** |
| **5** | **Telephone Reimbursement** | **Prepaid Slip from the Recharge Vendor, Mobile Bill, Bank statement for prepaid amount.** | **Self-Only 1 Mobile** |

**\*All Bills should be in originals for any kind of Reimbursements:**