



SHIVCHEM AGRO LIMITED

(Formerly Known as Shivchem Agro Private Limited)

AN ISO 9001: 2015 CERTIFIED COMPANY

CIN : U24290DL2021PLC386444

Regd. Office: B-307, 3rd Floor, North Ex Mall, Sector-9, Rohini, North West Delhi-110085

Email: info@shivchemagro.com

Tel No. : 011-4600-8555 | Fax No.: 011-2088-6583

SHIVCHEM AGRO LIMITED

Travelling & Vehicle Policy for Sales & Marketing Staff - Eastern Zone

<u>Designation</u>	<u>Sr</u>	<u>Sr.So/So</u>	<u>SE</u>	<u>Sr. TSM/TSM</u>	<u>SR ASM/ASM</u>	<u>Sr.RS M/R SM</u>	<u>Sr ZSM/Z SM</u>
Mode of travels for out Station Working Including Night Stay							
By Air	Nil	Nil	Nil	Nil	Nil		
By Rail	Sleeper	Sleeper	Sleeper	3rd A C	3rd A C		
Road(By Car/2 Wheeler)	Two wheeler Rs 4/- PKM	Two wheeler Rs 4/- PKM	Two wheeler Rs 4/- PKM	Two Wheeler Rs 4/-PKM (4 Wheeler on Approval for seasons only)***	Own Car Rs 12/-KMP/ Co Owned Car Actual		
Maximum Kilometre as mentioned in car policy							
Night Stay Allowance in Metro City with Bill Supported	Actual Bill upto Rs 1500/-	Actual Bill upto Rs 1500/-	Actual Bill upto Rs 1500/-	Actual Bill upto Rs 2000/-	Actual bill upto Rs 2000/-		
Night Stay Allowance in Non- Metro City with Bill Supported					Actual bill upto Rs 1500/-		
Local Conveyance	Actual	Actual	Actual	Actual	Actual		
Ex-HQ working /Daily allowance Between 4 to 7 hours and minimum 70km journey should be for business purpose visit	Loacal D.A 250/-	Loacal D.A 250/-	Loacal D.A 250/-	Loacal D.A 250/-	Loacal D.A 400/-		
	out Station D.A 450/-	out Station D.A 450/-	out Station D.A 450/-	out Station D.A 450/-	out Station D.A 700/-		
Mobile Expenses and Internet Expenses	SIM provided by Company	SIM provided by Company	SIM provided by Company	SIM provided by Company	SIM provided by Company		
Monthly Staff Meeting Expenses (with supporting bills)	Nil	Nil	Nil	Nil	Nil		

** In case of Company owned Car PKM rate will be Rs 9/-

*** Approval begins with the reporting manager>>>>the request moves to the operations head>>> and finally to the CFO.

1. Bike and Car max limit is 60 km/day beyond it will be considered as out station

2. Monthly limit is 3000km beyond that Approval begins with the reporting manager>>>>the request moves to the operations head>>> and finally to the CFO.

Jatin Bansal
Chief Finance & HR Officer

Manufacturing Unit 1(B): Plot No.: GL-42, Hall No. 8, Ganpati Dham, Industrial Area, Bahadurgarh, Haryana 124507.
Mfg. Unit 2(S): Khewat No.609, Khata No.688 Killa No. 102 19 14 3 village Barhana, Tehsil Beri, Jhajjar, (HR)-124107.