

JCT LIMITED

February 02, 2015

Office Order No......21.....

Sub: Rules for Domestic Travelling on Company's Business

In partial modification of our Office Circular dated September 19, 2014 issued on the above subject, certain additions are made in the following clauses thereof to elaborate the same for strict compliance by all categories of employees:

1) Clause 3 Hotel Accommodation:

Hotel booking in Delhi will be made by our Head Office for which requisition should be routed through Administration Department of respective Plants in case the Guest House is not available. Payment of the hotel bills will be made by the Head Office.

2) Clause 4 : Basic/Transit DA:

As Transit DA also takes care of the meals, no bills for the food taken during transit will be entertained for reimbursement.

3) Clause 14 Taxi for full day:

- i) No one is entitled to hire "a taxi for full day" but if required for any reason, it should be with the prior approval of Functional Heads/Unit Head only.
- ii) Full day taxi in Delhi, Mumbai and Bangalore will be booked by our offices in these cities through Administration Department of respective Plants and payment will be made by these offices only.
- iii) In case of visit to cities other than above, there should be proper taxi bills, like the same should reflect Taxi Number, Kilometers run (Start & End Kilometers) and Start and End Time etc. and bear approval of Functional Heads/Unit Head.

This comes into force with immediate effect.


(ROHIT SERU)
EXECUTIVE DIRECTOR

Feb

Copy to:

- Accounts Department, New Delhi.
- All Units/Offices