

Reference No	Dated	Policy	Prepared by	Reviewed by	Approved By
HR-03-21	1-Feb-21	Local Conveyance policy	HR	000	0ED

1.0 Preamble

Aim of policy is to facilitate and provide Clear guidelines for local Conveyance for official purposes.

2.0 Scope

Applicable to all regular employees on rolls of the company. This benefit cannot be considered as income for an employee and does not form part of total compensation of an employee.

3.0 Inclusions

- Conveyance expenses for official travel (excluding travel from residence to office and back) are met by the company (Meter Readings to be captured for approval).

Category	Rate of Reimbursement of Local Conveyance
Car (For AM & Above)	Rs. 10.00 per Km.
<ul style="list-style-type: none"> • Petrol / Diesel 	
2 wheeler (For Sr. Executive and Below)	Rs. 5.50 per Km.

**Sales/CRM Team can use car for executive level & above.*

- Actual Parking fee along with toll tax paid, if any, to be reimbursed on actual basis, only upon submission of proof of the same.

Ola / Uber Usage

- Cab services from either of the vendor can be availed for official travel (as per company agreement)
- For any cab usage done by employee for official purpose, the ride needs to be approved by reporting manager via E- Mail sent by cab provider.
- In case of unapproved ride by reporting manager, the amount would be deducted from the salary of employee.

4.0 Late Sitings

- Exigencies of work on certain occasions may necessitate staff to work late.
- Female staff not be encouraged for sitting in office beyond permitted timelines allowed in the government guidelines.
- Any late sittings to be approved by concerned HOD & HR.

- Cases where employee is required to stay back due to official reasons, would be entitled to use OLA/UBER cab services for getting dropped at home.
- Approval authority for the above expenses would be Departmental Heads.
- This will not apply to employees working in the late shift covering such time.
- No Cash transaction required since the ride would be billed to company.

5.0 Policy Owner

The Head of HR, Smart world Developers Private Limited owns this policy.

Disclaimer on Modification/Withdrawal

This is an internal company policy and may be subject to change from time to time and without prior notice. At the sole discretion of the Management the policy can be modified in whatsoever manner, or be completely / partially withdrawn, at any time, depending on the business situation of the Company.