



**NATIONAL HIGHWAYS LOGISTICS MANAGEMENT LIMITED**  
(formerly known as COCHIN PORT ROAD COMPANY LIMITED)

Regd. Office: NHAI HQ, G-5&6, Sector-10, Dwarka, New Delhi-110 075

Email id: [spvsecretarial@nhai.org](mailto:spvsecretarial@nhai.org)

CIN: U63000DL2004PLC124173

Phn: 011-25074100



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**CERTIFIED TRUE COPY OF THE RESOLUTION PASSED IN THE BOARD MEETING OF NATIONAL HIGHWAYS LOGISTICS MANAGEMENT LIMITED” (formerly known as COCHIN PORT ROAD COMPANY LIMITED) HELD ON TUESDAY, 29TH MARCH, 2022 AT 01:00 PM AND CONCLUDED AT 03:45 P.M. AT THE REGISTERED OFFICE OF THE COMPANY SITUATED AT NHAI-HQ, G-5 & 6, SECTOR-10, DWARKA, NEW DELHI-110075.**

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**To consider and approve Delegation of Power.**

Delegation of Power for financial as well as administrative matters were presented to the Board.

Board discussed the same in detail and with certain modifications approved the delegation of power. The approved delegation of power is placed at Annexure-2

**Certified true copy  
For and on behalf of Board of Directors of  
NATIONAL HIGHWAYS LOGISTICS MANAGEMENT LIMITED  
(formerly known as COCHIN PORT ROAD COMPANY LIMITED)**

**S.Q. Ahmad  
(Director)**

**DIN: 08275536**

**Address: 701, NHAI Residential Complex,  
Pocket B-5, Sector 17 Dwarka Delhi -110075**



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**To consider and approve HR Handbook of the Company.**

Board was apprised that HR Handbook has been drafted in consultation with KPMG in line with HR Handbook of NHAI. Further, the Nomination and Remuneration Committee in its meeting held on 22.02.2022 has also reviewed the draft HR Handbook of the Company and the same has been revised as per the recommendations of the Committee.

A presentation on the HR handbook was made to the Board by the representatives of KPMG. Board discussed all the clauses of the Handbook and approved the same subject to the amendments with respect to Special Disability leave Domestic Travel Policy, Medical Health Check Up policy, Superannuation etc.

With the above amendments the Board approved the HR Handbook applicable from April 1, 2022 annexed as Annexure-3.

**Certified true copy**

**For and on behalf of Board of Directors of  
NATIONAL HIGHWAYS LOGISTICS MANAGEMENT LIMITED  
(formerly known as COCHIN PORT ROAD COMPANY LIMITED)**

**S.Q. Apmad  
(Director)**

**DIN: 08275536**

**Address: 701, NHAI Residential Complex,  
Pocket B-5, Sector 17 Dwarka Delhi -110075**



Annexure - X



22/SPV DIVISION

Delegation of Powers in Implementation of Projects

S.No.	Subject					Remarks
		Chairman	CEO	RO/Zonal head	PD	
1	PROJECT PREPARATION AND DESIGN CONSULTANTS					
1.1	Approval for Calling of Tender, Procurement / Invitation of RFP, Response to Pre-bid Queries and Recommendation of Award	Full Powers	Full Powers	-	-	(i) In consultation/recommendation of the Bid Evaluation Committee  (ii) CEO will decide on constitution of Evaluation Committee. CEO will decide on recommendations of Evaluation Committee on all intermediate stages of procurement. However, if there is no unanimity,Chairman will decide.
1.2	Award of work	Full Powers	Full Power upto INR 5 Cr	-	-	(i) On the recommendation of the Tender Evaluation Committee  (ii) In case only a single bid is received, the Acceptance of single tender is regulator on the basis ofNHAI CirculerNo. 18.78/2022. If the justification given for the acceptance of bid is found reasonable then the consultancy proposal should be accepted by the Chairman.
1.3	Release of Mobilisation Advance	Full Powers	Full Powers	Full Powers	-	As per provision of the Contract.
1.4	Grant of EOT	Full Powers	Full Powers for Grant of EOT without involving additional cost / with involving additional cost upto 50% of awarded cost	-	-	
1.5	Change of Scope of Works	Full Powers	Full Powers upto 50% of awarded cost	-	-	
2	PROJECT SUPERVISION CONSULTANT / INDEPENDENT ENGINEER / AUTHORITY ENGINEER					
2.1	Approval for Calling of Tender, Procurement / Invitation of RFP, Response to Pre-bid Queries and Recommendation of Award					(i) In consultation/recommendation of the Bid Evaluation Committee,wherever applicable.  (ii) CEO will decide on constitution of Evaluation Committee. CEO will decide on recommendations of Evaluation Committee on all intermediate stages of procurement. However, if there is no unanimity,Chairman will decide.
	(i) Construction stage	Full Powers	Full Powers	-	-	

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**Delegation of Powers in Implementation of Projects**

S.No.	Subject					Remarks
		Chairman	CEO	RO/Zonal head	PD	
	(ii) O&M Stage	Full Powers	Full Powers	Full Powers	-	
2.2	Award of work	Full Powers	Full Power upto INR 10 Cr	-	-	(i) On the recommendation of the Tender Evaluation Committee  (ii) In case only a single bid is received, the Acceptance of single tender is regulated on the basis of NHAI Circular No. 18.78/2022 dated 18.02.2022. If the justification given for the acceptance of bid is found reasonable then the consultancy proposal should be accepted by the Chairman.
2.3	Release of Mobilisation Advance	Full Powers	Full Powers	Full Powers	-	As per provision of the Contract.
2.4	Grant of EOT	Full Powers	Power upto the time limit having cost implication of 50% of awarded cost Full Powers for Grant of EOT without involving additional cost / with involving additional cost upto 50% of awarded cost	Power upto the time limit having cost implication of 25% of awarded cost	-	
2.5	Change of Scope of Works	Full Powers	Full Powers upto 50% of awarded cost	Full powers provided financial implication is upto 25% of the contract value	-	
3	<b>WORKS CONTRACT</b>					
	<b>Concessionaire / Contractor (DBFOT/EPC/Item Rate/OMT)</b>					
3.1	Approval of Detailed cost estimate for works for Port connectivity roads, MMLP, Ropeways, IMS/Bus port, OFC and WSA(EPC).	Full Powers	Full Power upto INR 100 Cr. For Financial model and estimate for WSA and Warehousing zone	-	-	Subject to informing the Board.



**Delegation of Powers in Implementation of Projects**

S.No.	Subject					Remarks
		Chairman	CEO	RO/Zonal head	PD	
3.2	Procurement: Invitation of Bids, Response to Pre-bid Queries, Evaluation of Bids and Recommendation for Award	Full Powers	Full Powers	-	-	(i) In consultation/recommendation of the Bid Evaluation Committee, wherever applicable.  (ii) CEO will decide on constitution of Evaluation Committee. CEO will decide on recommendations of Evaluation Committee on all intermediate stages of procurement. However, if there is no unanimity, Chairman will decide.
	<b>Approval of Award: A quarterly statements of the projects awarded shall be placed before the board</b>					
3.3	DBFOT (Toll Projects), EPC/Item Rate Projects, Hybrid Annuity Projects, OMT Bids for Highways/PC projects, IMS, Bus port projects, OFC and allied infrastructure projects and Ropeways projects	Full Powers upto 10% of the cost put to Tender	Full Powers upto INR 100 Cr and within the cost put to Tender	-	-	
3.4	MMLP/ WSA/ Warehousing zone	Full Powers upto 5% below of Bidding parameter from the estimates in case of MMLP, Full Powers upto 10% below bidding parameter from the estimates in WSA/Warehousing zone	Full Powers upto INR 100 Cr and within the approved bidding parameter.	-	-	
3.5	Signing of Agreement / , Declaration of Appointment Date / Commencement Date for the project	Full Powers	Full Powers	Full Powers for Respective Region	-	As per the terms and conditions laid out in the RFP



**Delegation of Powers in Implementation of Projects**

S.No.	Subject					Remarks
		Chairman	CEO	RO/Zonal head	PD	
	Payment for Concessionaires / Contractors in the Projects					
3.6	Release of Payments of running/final bills of the contractors as per the terms and conditions of the Contract Agreement	Full Powers	Full Powers	Full Powers for respective region	Full Powers for respective Unit	As per provisions of the Contract.
	Change of Scope (CoS) in DBFOT/HAM/EPC Projects					
3.7	Approval of COS	Full Powers upto 10% of Awarded cost of Project/Estimated cost of the project in case bid parameter is different)	Full Powers upto 5% of Awarded Cost of Project	-	-	On the recommendations of the PD & RO with justified reasons
	Approval of Variations(CoS) in Item Rate Contracts					
3.8	Variation in Single BOQ Item (subject to limit on total variation)	Full Power	Full Power	Full Power upto 25% and limited upto 5% on total variation in Awarded Cost	-	On the recommendations of the PD , with justified reasons
3.90	New / Non-BOQ Items (subject to limit on total variation)	Full Power	Full Power	-	-	On the recommendations of the PD, with justified reasons
3.10	Overall Cost (Including BoQ and Non-BoQ items) (subject to limit on total variation)	Full Power	Full Power	Full Power upto limit of 5% on total variation in Awarded Cost	-	On the recommendations of the PD, with justified reasons
4	LEGAL MATTERS					
4.1	Acceptance and Rejection of Awards	Full Powers	-	-	-	
4.2	Filling of Petition, Submission of SoC/SoD/Rejoinder etc.	Full Powers	Full Powers	Full Powers	-	
4.3	Appointment of Arbitrators / Counsels	Full Powers	-	-	-	
4.4	Legal charges relating to Court cases and Arbitration including Fees to Advocates, Arbitrators, Umpires & Legal experts.	Full Powers beyond rates approved by NHAI	Full Powers	Full Powers	-	



4312/8/22/SPV DIVISION

Delegation of Powers in Implementation of Projects

S.No.	Subject					Remarks
		Chairman	CEO	RO/Zonal head	PD	
4.5	Reimbursement of Legal expenses by officers / employees connected with official duties.	Full Powers	Full Powers	Full Powers	-	
4.6	Authorizing for Signing of petition / affidavit /all legal documents on behalf of the Company in consultation with Legal Department	Full Powers	Full Powers	Full Powers	-	
5	Land Acquisition					
5.1	Approval of compensation for Land Acquisition determined by CALA under NH Act 1956.	Full Powers	Full Powers	Full Powers	-	As per provision of RFCTLARR Act 2013 & verious policy circular issues by NHAI from time to time
5.2	Approval of Compensation for Land Acquisition enhanced by the Arbitrator / Court (including interest)	Full Powers	Full Powes		-	As per NHAI extant Policy in this regard
5.3	Approval of Utility Shifting Estimates public utilities only (Electrical, Water and other Public Utilities)	Full powers	Full powers	Upto INR 5 Cr for each concerned division of utility owning agency	-	

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## Delegation of Powers in Implementation of Projects

S.No.	Subject					Remarks
		Chairman	CEO	RO/Zonal head	PD	
5.4	Approval of Estimates for Tree Cutting	Full powers	Full powers	Full Pow'er	Full Power	Tree cutting shall be as per prescribed in the statutory clearances, the estimates shall be as per the extant guidelines/ rules of the concerned Govt Deptts and it shall not form part of the obligation of Concessionaire/ Contractor except for non forest land.
5.5	Approval of Estimates for Tree Plantation/transplantation	Full powers	Full Powers	Full Power	-	
5.6	Approval / payment of charges of various Govt Deptts for obtaining statutory clearances for the Project / Project Facilities	Full powers	Full powers	Full Powers	Full Powers	The charges shall be as per the extant rules of concerned government department, applicable to all project authorities (but not exclusively for NHAI projects). Such charges shall be recommended by Project Preparation Consultant. The payment of such charges is not the obligation of the Concessionaire/Contractor.
5.7	Hiring of Equipment / Labour for removal / demolition of structures falling in ROW	Full powers	Full Powers	Full Powers upto 50 Lakhs	Full Powers upto 10 Lakhs	
5.8	Hiring of vehicle for officials on tour.	Full powers	Full Powers	Full Powers	Full Powers	For employees below the rank of PD in PIU office shall be got approved by the Pd similary for in RO office below the rank RO is the approval authority. In HQ the concerned COO/ CFO is the approving authority. The officer such as Board Members, Independent Directors, Chairman, CEO,COO,CFO,CVO,RO, ED,and VP are entitle for Innova car, or equivalent. Remaining officers Entiltle for Dzire car, equivalent.

**Note:**

- 1 All levels will have the inherent power to exercise all or any of the powers delegated to the lower functionaries.
- 2 Wherever, no powers have been delegated to any functionary of the SPVs on any matter, the same shall vest with the Chairman, SPV/Board who will have inherent power.
- 3 If applicable rules/ policy regarding applicable matter is not available in NHLML than applicable policy/rules of NHAI shal govern
- 4 All limits mentioned above are excluding applicable taxes
- 5 For any item, not mentioned in the above list, the same shall be approved by the Board





Sl. No.	Powers						Remarks
		Chairman	CEO	COO / CFO	RO/Zonal Head	PD	
PERSONNEL MATTERS							
1	Appointments, Absorption, Promotion, Confirmation and allied matters	Full Powers	Full Powers upto level of Manager	-	-	-	As per approved manpower by the Board and inconfirmety with HR policy and as per Absorption policy/approval
2	Acceptance of Resignation / Termination	Full Powers	Full Powers upto level of Manager	-	-	-	
4	Posting/Transfer	Full Powers	Full Powers upto level of Manager	-	-	-	
5	Grant of leave i.e. Grant of CL/Special CL/RL etc. Except study leave	Full Power	Full Power	Full Power	Full Power in his region	Full Power in PIU	As per HR policy , For employees working under the power delegated Authority
6	Grant of Study leave	Full Powers	-	-	-	-	As per HR policy
7	Grant of honorarium	Full Powers	Full Powers upto INR 1 lakh	Full Powers upto INR 50,000	Full Powers upto INR 50,000	-	As per applicable policy, if any
8	Sanction of LTC including advances	Full Power	Full Power	Full Power under respective jurisdiction upto VP	Full Power in his region	Full power in PIU	As per HR policy
9	Appointment / Hiring individuals as Consultants / Advisors including terms and conditions.	Full Power	Full Power upto 1 year	-	Full Power upto 6 months	-	As per applicable policy, if any
10	Nomination for attending seminar/ conference / training programmes.	Full Power	Upto the Level of VP	Upto the Level of Sr. Manager in HO	Upto the Level of Sr. Manager in respective region	-	
11	Authorisation of tour, including payment of advances, Transfer TA Advance etc.	Full Power	Full Power upto VP		Full Power in his region	Full Power in PIU	As per applicable policy, if any
12	Relaxation of provisions in respect of entitlement to Air-journey on duty and in respect of stay.	Full Power	Upto the Level of VP	Upto the Level of Sr. Manager in HO	-	-	As per applicable rules, if any
13	Acceptance of declaration of home-town, dependent family members etc.	Full Power	Full Power	Full Power(Admin Head)	Full Power	Full Power	As per applicable rules, if any
Grant of advances							
14	Drawal of pay and allowances as per rules and all other payments sanctioned	Full Power	Full Power	Full Power(CFO)	Full Power	Full Power	For drawal of pay and allowances and other payments based on pay fixation order / sanction order.
15	Forwarding of application for outside employment	Full Power	Full Power	Full Power upto level of Sn. Manager	Full Power upto level of Sn. Managerin respective region	-	As per applicable rules, if any
16	NOC for application for passport	Full Power	Full Power	Full Power	Full Power	Full Power	As per applicable rules, if any
17	Foreign travel on private visit while availing leave	Full Power	Full Power upto VP	Full Power upto level of Sn. Manager	Full Power within his region	-	The executive shall need to inform the same
18	Pursuing higher studies outside office hours	Full Power	Full Power upto VP	Full Power upto level of Sn. Manager	Full Power upto level ofSn. Managerin respective region	-	The executive shall need to inform the same

B	ADMINISTRATIVE MATTERS						
Sl.No	Powers	Chairman	CEO	COO / CFO	RO/Zonal Head	PD	Remarks
1	Hiring of office accommodation for Field Offices including advance rent and security deposit	Full powers	Full Power upto 2 5 Lakh Monthly rent	-	Full Power upto 2 Lakh Monthly' rent with prior permission from HO	Full power upto rupees 1 lakh monthly rent	On recommendations of PD
2	Hiring of residential accommodation for officers / employees of the Corporate office including advance rent and security deposit to be adjusted from executive salary	Full Power	Full Power	Full power(Admin Head)	Full Power at Respective Region	-	As per applicable rules, if any
3	Alterations to hired / owned office accommodation in HO and Field Offices	Full powers	Full powers	-	Upto 2 Lakh for each case, subject to ceiling of Rs 10 lakh per annum	Upto 50,000/- annually	Within the approved budget and Procurement Policy
4	Hiring of vehicles for official use.	Full Power	Full Power	-	Full Power at Respective Region	Full Power in PIU	As per the applicable guidelines, if any
5	Sanction of conveyance charges to officers/employees	Full Power	Full Power	Full Power	Full Power	Full Power	As per the applicable guidelines, if any'
6	Insurance of Assets/Group Insurance of personnel	Full Power	Full Power	Full Power(Admin Head)	Full Power	Full Power	As per rules
7	Expenditure for the purpose of security' and housekeeping including stores required for repairs/sanitary fittings / water supply/ electricity installations etc	Full Power	Full Power	Full Power upto 1.0 lakh per month in each case	Full Power upto 0.5 lakh per month in each case	Full Power upto 0.25 lakh per month in each case	Within the approved budget
9	Hiring of manpower for meeting emergent requirements (short term contract employee)	Full Power	Full Powers for hiring manpowers upto 11 months	-	Full Powers for hiring manpowers upto 11 months at Respective Region	Full Powers for hiring manpowers upto 06 months at Respective Region	Within the approved budget, as per the requirement
10	Appointment of casual labour on daily wages	Full Power	Full Power	Full powers at HO	Full Powers for respective region	Full Powers for respective region	As per requirement and Minimum Wages
11	Annual Maintenance and repair of office equipment, computers/laptops & other office machines / equipment,furniture/ fixtures, etc.,	Full Powers	Full Powers	-	Full Powers	Full Powers	Within the approved budget. Any addition/deletion of asset shall be approved by Admin Head at HO and RO/PD at respective location.
12	Payment of electricity, water, telephone & other charges of recurring nature including reimbursement of office telephone bills	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Within the approved budget
13	Maintenance, upkeep and repairs of office vehicles	Full Powers	Full Powers	Full Powers upto Rs 50,000/- per annum	Full Powers upto Rs 50,000/- per annum	Full Powers upto Rs 20,000/- per annum	Within the approved budget
14	Purchase of books, periodicals, journals, newspapers, etc.,	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Within the approved budget

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Sl.No	Powers	Chairman	CEO	COO / CFO	RO/Zonal Head	PD	Remarks
15	Advertising & Publicity*	Full Powers	Upto 5 Lakh in each case	-	Upto Rs 1 lakh in each case	-	
16	Municipal rates& taxes	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Within the approved budget
17	Purchase of stationery* & office stores including papers for printing, photocopying etc.	Full Powers	Full Powers	Full Powers upto Rs 5.0 lakh per annum	Full Powers upto Rs 2.0 lakh per annum	Full Powers upto Rs 1.0 lakh per annum	Within the approved budget, as per procurement policy
18	Purchase of office equipment's including photocopiers, printers. Purchase of Computers (including PCs/laptops,softwares) and Purchase of Furniture & Fixtures, etc	Full Powers	Full Powers	Full Powers upto Rs 10.0 lakh per annum(Admin Head)	Full Powers upto Rs 10.0 lakh per annum	Full Powers upto Rs 5.0 lakh per annum	Within the approved budget, as per procurement policy'
19	Purchase of vehicles/ replacement of vehicles	Full Powers	-	-	-	-	As per the approved policy & Budget
20	Re-appropriation of Annual Budget	Full Powers	-	-	-	-	With the approval of the Board when re-appropriated from Plan to Non-Plan & Capital to Revenue
21	Opening Bank Account	Full Power	Full Power	Full Power ( CFO)	-	As per the applicable guidelines, if any	As per the applicable guidelines, if any
22	Fund Management, release of funds to the SPVs as per the requirements	Full Power	Full Power	Full Power ( CFO)	-	-	
23	Bank charges	Full Power	Full Power	Full Power(CFO)	Full Power	Full Power	
24	Investment of Surplus funds in securities, other modes.						
	(i) Temporary' parking of funds in Nationalised Banks	Full Power	Full Power	Full Power ( CFO)	-	-	
	(ii) Investment of surplus funds	Full Power	Full Power	Full Power (CFO)	-	-	
25	Sanction of office Imprest	Full Power	Full Power	Full Power (CFO)/ (COO) concerned upto INR 25,000	Full Power upto INR 50,000	Full Power upto INR 25,000	For approval and recoupment of full power to all levels
26	Write off of irrecoverable loss of cash public money	Full Powers	-	-	-	-	Subject to submission of information to the Board
27	Write off of obsolete items of stores / furniture (parameters of obsolescence to be decided)/ Office equipment/ Computers/Electrical Equipments etc.	Full Power	Full Power	Full Power at HO(Admin Head)	Full Power at Respective Region	-	Subject to submission of information to the Board/Chairman
28	Acquisition / Disposal of Scrap, T&P. Office Equipment etc. & other movable property	Full Power	Full Power	Full Power(Admin Head)	Full Power at Respective Region	-	As per applicable Scrap policy/rules, if any
29	Expenditure on entertainment to invitees/ visitors in official conferences / functions/ Board meetings / press briefings / Parliament & statutory meetings / briefings / presentations , lectures / laying foundation stones/ opening ceremonies, invitation cards, Shamianas, refreshments, garlands, photographs etc.	Full Power	Full Power upto Rs 10.0 lakh per year	Full Power upto Rs 2.0 lakh per year	Full Power upto Rs 5.0 lakh per year at respective region	Full Power upto Rs 1.0 lakh per year at respective region	As per the Budget
30	Miscellaneous Contingent/ emergent Expenditure etc. not provided elsewhere.	Full Powers	Full Powers upto 10 lakh	Upto 2 Lakh at HO in a year	Upto 2 Lakh at Respective Region in a year	Upto 1 Lakh in a year	

**Note:**

- All levels will have the inherent power to exercise all or any of the powers delegated to the lower functionaries.
- Wherever, no powers have been delegated to any functionary of the SPVs on any matter, the same shall vest with the Chairman, SPV/Board who will have inherent power.
- If applicable rules/ policy regarding applicable matter is not available in NHLML than applicable policy/rules ofNHAI shall govern
- All limits mentioned above are excluding applicable taxes
- For any item, not mentioned in the above list, the same shall be approved by the Board



# **National Highway Logistics Management Limited (NHLML)**

## **Executive Handbook (EHB)**

Effective Date: April 1, 2022



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## Chapter 1 - Definition

In these rules unless there is anything specifically mentioned the subject or context, following will be the key definitions.

1. **“Executive”** means the whole-time regular executives and direct contract executives/officials including CEO/ COO/ CFO (excluding contract staff through placement agencies)
2. **“Deputationist”** means an executive who is on deputation from other Public Sector, State/Central Government or any other Government Company.
3. **“Management Trainee”** means newly recruited executive and appointed in regular pay scale in XX grade.
4. **“Pay”** for the purpose of these rules will be the amount drawn monthly by an executive as basic pay in the grade and dearness allowance.
5. **“Company”** means the National Highway Logistics Management Limited
6. **“Competent Authority”** will be as per delegation of power policy approved by board
7. **“Sanctioning Authority”** will be as per delegation of power authority
8. **“Senior Management”** All executives who are designated as CXO (COO, CFO, CEO etc.) and above



## **Chapter 2**

### **Service Code of Conduct**



## **Code of Conduct**

### **1.1 Title and Commencement**

This Policy will be called the 'NHLML Code of Conduct'. The Policy comes into force effective from \_\_\_.

### **1.2 Applicability**

Except as otherwise provided by or under these rules they shall apply to all persons appointed against regular posts in connection with the affairs of the NHLML. These rules shall not apply to appointments on casual basis.

### **1.3 Objectives**

The purpose of this is to define a Service Code of Conduct for all Executives of NHLML. The Service Code of Conduct would be applicable to all Executives immediately on their joining the Company and every Executive would be deemed to have read and understood the Service Code of Conduct on joining the Company. Executives found breaching the Service Code of Conduct would be liable for disciplinary action, including termination of services, if so required

### **1.4 Data Privacy**

NHLML abides by all the relevant legislations while dealing with personal information. NHLML ensures confidentiality when recording all information collected from the executives for updating personal records. NHLML executives shall refrain from disclosing information (like compensation structure /self- performance ratings, company product details, business data, etc..) to colleagues, job aspirants and any external person/ agency unless authorized to do so from the Human Resources Department.

### **1.5 Security Policy**

#### **I. System Equipment Usage**

The system (Laptop/ Desktop etc..) assigned to an executive shall be based on the job/ role of the executive and the system configuration is the standard configuration mandated by the management for the executives. Executives are expected to take good care of the provided system/equipment. Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. While using these equipment's, executives are expected to exercise care, perform required





maintenance, and follow all operating instructions, safety standards, and guidelines. Please notify your reporting officer if any equipment, machines, or tools appear to be damaged, defective, or in need for repair. The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment. The equipment assigned shall be used only for official purposes.

## **II. Return of Property**

Executives and associated members are responsible for all the NHLML properties, materials, or written information issued to them or in their possession or control. They are expected to return all NHLML property immediately upon exit of employment. Permitted by applicable law, NHLML may withhold executives or associated member's salary or final pay cheque to recover the cost of any items not returned when required. NHLML may also take all necessary action deemed appropriate to recover or protect its property.

## **III. Security Inspection**

NHLML wishes to maintain an environment that is free of illegal or improper materials. In order to achieve this, NHLML prohibits the possession, transfer, sale or use of such material on its premises. Desks, lockers, and other storage devices may be provided for the convenience of the executives but remains the sole property of NHLML. Accordingly, those, as well as any article within them can be inspected by any agent or representative of NHLML at any time, either with or without prior notice.

### **1.6 Fair Competition**

All business transactions shall occur based on the principal of fair competition with equal opportunities guaranteed for all entities to participate. We shall build the trust and cooperative relationships through fair and transparent transactions. Such relationship shall be build with long term perspective for mutual growth

### **1.7 Outside Business**

Each officer and executive must obtain prior written approval of the Company with respect to outside business activities. Prior to engaging in such activities, an officer or executive must obtain necessary approvals from the COO. Such approval, if granted, may be given subject to restrictions or qualifications and is revocable at any time. Examples of activities requiring prior written approval include full or part-time service as an officer, director, partner, consultant or executive of another business organisation (including acting as a director of a company whose securities are publicly traded); contributing (whether for payment or not) written articles in newspapers, magazines, journals of professional or trade 'bodies, etc; agreements to provide financial advice to a private, educational or charitable



organisation, and any agreement to be employed by or accept compensation in any form (e.g. salary, fee, commission, bonus etc) from a person or entity other than the Company or its subsidiaries and affiliates.

### **1.8 Confidentiality**

Every executive shall maintain the strictest confidentiality regarding the Company's affairs and the affairs of its constituents, and shall not divulge, directly or indirectly, any information either to a member of the public or of the Company's staff, unless compelled to do so by a judicial or other regulatory authority or unless instructed to do so by a superior officer in discharge of his duties. Any attendant liability that may arise out against the Company due to an executive's breach of secrecy will be entirely to the executive's account.

### **1.9 Compliance**

Every executive in discharging his duties, shall fully and promptly comply with all the applicable statutory and regulatory requirements, and if in doubt shall refer the matter to his supervisor and / or the competent authority for advice.

### **1.10 Third Party Intellectual Rights**

In the course of performance of their official duties, executives will use or have access to Software, Databases and other materials in which third parties have copyright or other proprietary interest. These third party intellectual property rights shall be honored by the executives and the said materials shall not be copied (includes loading software or other material onto the hard drive of a computer, copying it onto a disk and any other transmission of material e.g., sending via e-mail) without obtaining the permission of the copyright owner.

### **1.11 Solicitation or Bribery**

No executive should accept, solicit or seek rewards, compensation, gifts, or presents, of any significant monetary value, for his personal benefit, for the professional services rendered or business deals done on behalf of NHLML, from existing and / or prospective constituents.



### 1.12 Fraud

Fraud — or the act or intent to cheat, trick, steal, deceive, or lie — is both dishonest and, in most cases, criminal. Intentional acts of fraud are subject to strict disciplinary action, including dismissal and possible civil and/or criminal action against the concerned Executive. Some examples of Fraud include:

- Submitting false expense reports;
- Forging or altering checks;
- Misappropriating assets or misusing Company's property;
- Unauthorized handling or reporting of transactions;
- Inflating sales numbers by shipping inventory known to be defective or non-conforming;
- Making any entry on Company records or financial statements that is not accurate and in accordance with proper accounting standards Compliance with Laws and Agreements

All Executives shall conduct business in compliance with all applicable laws and regulations of the particular District, State or Country.

### 1.13 Dress Code

In order to project a professional business image of the Company and also to maintain a sober and decorous working atmosphere, executives are expected to adhere to a sober dress code. For normal working days, this will be formal wear and tie for gentlemen, and either saris, salwar suits or formal office wear for ladies. Executives are permitted smart casual wear, however, they need to look professional. The dress code on weekends and holidays may be casual, except when official meetings have been planned on such days.

### 1-14 Work Environment

NHLML premises shall be kept tidy at all times. Executive(s) shall take the responsibility of shared/common areas and act proactively to keep these areas tidy. It is the responsibility of each executive to clear his/her desk or work area of paper and other paraphernalia before he/she leaves after the end of their shift. In line with the Government of India Notification, NHLML observes a No Smoking atmosphere and Smoking is strictly prohibited in the company premises. Use of loud speaker, taking personal calls in the work area and the use of the NHLML internet services for personal use is prohibited. Executives are expected to cordial and supportive to maintain the desired work atmosphere at NHLML.



### 1.15 Non-Compliance

Without prejudice to the provisions of the other Rules, an Executive who commits a breach of the Rules of the Company, or who displays negligence, inefficiency or indolence, or who does anything detrimental to the interests of the Company or in conflict with its instructions, or who commits a breach of discipline or is guilty of any act of misconduct, shall be liable to the following penalties:

- reprimand
- demotion or postponement or stoppage of increment or promotion
- recovery of the whole or part of any pecuniary loss caused to the Company
- discharge from all authorities and powers
- dismissal

An executive may be placed under suspension by the CEO or the officer empowered to pass such orders. During such suspension, he shall receive a subsistence allowance as per the applicable laws, to be adjusted against salary and benefits at the final disposal of the case.



# **Chapter 3**

## **Leave Rules Policy**



# **Leave Rules for Executives**

## **1.1 Title & Commencement**

These Rules will be called the NHLML Executive Leave Rules. These Rules will come into force wef date of joining of executive

## **1.2 Applicability**

These Rules will apply to all executives of National Highway Logistic Management Limited (NHLML). The provisions of leave rules, as specifically provided, also apply to Management Trainees.

## **1.3 General Terms & Conditions Applicable for Leave**

- a) An executive in the service of the Company will earn leave in accordance with the provisions of these Rules.
- b) Except on days declared as Company Holidays, every executive must either be on duty or on leave. Absence without leave will amount to misconduct and will also involve a break in the service.
- c) An executive who absents himself without sanctioned leave for more than 4 calendar days, will lose his lien and be deemed to have left the services of the Company of his own accord with effect from the date he/she was due to return to work. The executive will however be entitled to represent his case to the management explaining the reasons for his absence. It will be up to the management to accept the explanation or not and if the explanation is accepted the executive may be reinstated with or without break in service.
- d) Leave cannot be claimed as a matter of right; but must be sought and granted by the sanctioning authority.
- e) Grant/refusal/cancellation of leave to an executive will depend on the exigencies of work of the Company and will be at the sole discretion of the leavesanctioning authority.
- 1) In case of deputations, he/she is entitled for Casual leave as per this rule and for other leaves, he/she is governed by the terms and conditions of the deputation.



- g) For all staff having dual roles e.g. COO/ CFO and Director, the higher level shall apply in terms of benefits applicable to them

### **1.3 Procedure for Sanction of Various Types of Leaves other than Casual Leave**

- a) An executive who desires to proceed on leave will apply to the sanctioning authority giving reasons for leave and will not avail of the same before it is actually sanctioned except in case of emergency or in case of illness supported by medical certificate.
- b) An executive who desires to extend the leave will make an application to that effect to the sanctioning authority in sufficient time to reach the letter before the expiry of the leave already granted.
- c) Except in emergency leave application for 3 days or less will be made at least 24 hours before the day from which leave is required.
- d) Application for leave for more than three days will be made at least 7 days before the date from which the leave is required, except in emergency.
- e) A copy of the leave sanction will be given to the executive and if the leave is refused or postponed, the reason will be recorded in writing by the authority making the order.
- f) An executive before proceeding on leave will furnish in the application his/her address, during the period of leave.
- g) If the application for extension of leave is on grounds of illness of the executive, it will be accompanied by medical certificate from a registered medical practitioner, if the executive is not residing in company's township.
- h) The sanctioning authority, on receipt of an application for extension of leave, may, at his/her discretion grant the extension asked for, or grants it for a lesser period, or refuses the extension. In any case, he/she will immediately inform the executive about the same.
- i) An executive who has been sanctioned leave or extension of leave on medical grounds will not be allowed to resume duty unless he/she produces a fitness certificate from company's medical officer or registered medical practitioner.



- j) If an executive who remains absent from duty without leave or permission, or in excess of the period of leave originally granted or subsequently extended and where such period of absence exceeds 4 consecutive days, he/she will lose lien in service. Provided further that if the concerned executive proves to the satisfaction of the management that his/her absence was on account of sickness or other valid reasons, the management may at their discretion, his/her period of absence into leave without pay or with pay as may be admissible under this rule
- k) For all cases of deputation/training/seminars/business tours abroad any request for grant of leave for such assignments or its continuation abroad shall be submitted for sanction as per DoP

No officer will proceed on leave unless:

- a) He/she has been conveyed the approval of the leave by the sanctioning authority.
- b) In case any executive is unable to attend office due to any personal exigency, they may be allowed to discharge their duties from remote location (work from home) only with prior approval from their reporting manager
- c) He/she has handed over charge to another officer in compliance to specific order, if any; and
- d) The report of Relinquishment/Assumption of charge should be signed by the relieved as well as the relieving officer and counter-signed by the controlling officer. Copies of the Relinquishment/Assumption charge report mentioned above should be send to the Personnel/Administrative department in the office of the competent authority, to the controlling officer and to the Pay & Accounts officer concerned as early as possible.

In case the executive does not proceed on leave he/she will apply for the cancellation of leave applied for. The sanctioning authority will ensure proper maintenance of leave records in the prescribed format

## **1.4 Types of Leave**

### **1.4.1 Casual Leave**

- a) Casual leave is intended to cover casual absence of the executive for personal reasons.





- b) Casual leave will be allowed to all executives for 8 days in a calendar year
- c) Restricted holidays limited to 2 days will be allowed in a calendar year
- d) Public holidays and weekly offs occurring during the spell of the leave will not be treated as part of the leave.
- e) Casual leave can be granted for half day also. If half-day leave is taken, the lunch interval will be taken as the dividing line.
- f) Casual leave will not be permitted to be combined with any other kind of leave but this can be permitted to be combined with weekly days of rest or public holidays provided that the total period of absence from duty should not exceed 8 days at a time.
- g) An executive who joins service on any day in a calendar year shall be entitled to credit of Casual leave on proportionate basis and leaves shall be rounded off to next half-day of full-day as the case may be
- h) Departmental candidates joining in Executive cadre before 30th June will be granted 1-day casual leave in addition to the 4 days in his/her credit.
- i) Executives separating from the Company in between the calendar year will be credited with full casual leave and will be allowed to avail full entitled casual leave at their credit.

#### **1.4.2 Earned Leave (EL) on full Pay**

- a) The EL admissible to a member of the staff shall be 30 days in a calendar year. 15 days of EL is credited in advance on the first January and first July every year.
- b) Executive should mandatorily take a minimum of 10 days EL every calendar year. Only 20 ELs can be carried over to the next year out of leaves of one cleandar year.
- c) Executive can accumulate maximum of 300 ELs which can be en-cashed.

#### **1.4.3 Extra- Ordinary Leave / Special leave**

- a) Extraordinary Leave shall always be Leave without pay/salary (LWP)



and may be granted when no other kind of leave is admissible, or when other leave being admissible, the staff concerned has specifically applied in writing for the grant of EOL/SL.

- b) When no other leave is by Rule admissible, Extra-ordinary leave without pay, may be granted to any executive in special circumstances:
1. Up to 3 months, on any one occasion other than on ground of illness.
  2. Up to 6 months, on any one occasion on ground of illness, other than TB, Cancer, Leprosy, Paralysis, Severe Heart Attack, By-pass/ Open Heart Surgery, AIDS, renal disease, brain disorder, Liver Cirrhosis, Hepatitis B/C, Covid 19, or any other serious medical condition. On special circumstances, this may be extendable by another period of maximum 6 months on express approval of Competent Authority on a case by case basis.
  3. Up to 18 months, on any one for TB, Cancer, Leprosy, Paralysis.

The executives during the period of EOL/SL will not be entitled to any pay/allowance/benefit and this leave shall be Leave without pay/salary (LWP)

#### **1.6.6.1 Special Disability Leave**

- a) Special disability leave may be granted to an executive who is disabled by injury intentionally inflicted or caused in, or in consequence of the performance of his official duties or in consequence of his official position.

This leave is sanctioned subject to the following conditions:

1. The disability manifested itself within three months of the occurrence to which it is attributed, and the person disabled acted with the promptitude in bringing it to notice.
2. The period of leave will be such as is certified by a medical board, constituted by a competent authority. The maximum period



admissible is 24 months.

3. Special disability leave may be granted to an executive who is disabled by injury accidentally incurred in or in consequence of the due performance of his official duties or in consequence of his position or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk. The grant of this concession is subject to the further conditions:
  - I. The disability, if due to disease, must be certified by medical board, to be directly due to the performance of the particular duty.
  - II. The disability is in the opinion of the company exceptional in character or that there are circumstances to justify such unusual treatments as the grant of these form of leave.
  - III. Special disability leave may be combined with leave of any other kind and will be counted as duty.
4. The executives during the period of special disability leave will draw leave salary equal to Basic and dearness allowance till he/she is declared fit by the Company's Medical Officer. The leave salary will be paid based on the last pay drawn by the executive immediately before he/ she met with the accident.

#### **1.4.4 Maternity Leave/Paternity Leave**

##### **1.4.4.1 Maternity Leave**

- a) Maternity Leave may be granted to the female executives (with less than 2 surviving children) of the Company for a period of 180 days from the date of its commencement subject to production of medical certificate from the Authorized Medical Officer. The leave is granted on full pay and is not debited against the leave account.
- b) Maternity leave may be combined with earned leave on medical certificate.
- c) Maternity leave not exceeding 45 days may also be granted to a female executive of the company (irrespective of the number of



surviving children) during the entire service of that female executive in case of miscarriage including abortion on production of medical certificate from the authorized medical attendant.

- d) While sanctioning such maternity leave to a female executive no restriction regarding qualifying service is necessary.

#### **1.4.4.2 Paternity Leave**

- a) A male executive with less than two surviving children may be granted Paternity Leave on full pay for a period of 15 days during the confinement of his wife based on documentary evidence. If not availed will be treated as lapsed.
- b) The Paternity Leave can be availed up to 15 days before or up to six months from the date of delivery of the child.

#### **1.4.4.3 Sabbatical Leave**

- a) The Sabbatical Leave is a special facility to the academic staff members in order to enable them to update their knowledge and experience so that they will be of greater use to the Institute on their rejoining. It should be applied 4 months in advance through proper channel.
- b) The executives during the period of Sabbatical leave will not be entitled to any pay/allowance/benefit and this leave shall be Leave without pay/salary (LWP)

### **1.5 Leave on Transfer**

#### **1.5.1 Joining Time on Transfer - no change in location**

- a) If a transfer does not necessarily involve, a change of residence from one station to another, the executive will not be entitled to more than one day's joining time. A holiday counts as a day in such a case.
- b) Joining time of an executive will be regarded as on duty and will be entitled to be paid as follows.
  - i. If he/she joins a new post without availing himself of any leave on relinquishing charge of his old post, he/she will draw the lower pay and allowance between the post to which he/she



has been transferred or from which hc/shc has been transferred.

- ii. If he/she joins new post after availing leave with full pay, he/she will draw the leave salary which he/she last drew. But if the joining time is in continuation of leave which did not include a period of leave on full pay, he/she will draw the joining time salary as if he/she had been on leave with full pay.
  - iii. An executive who does not join his post within his joining time is entitled to no pay or leave salary after the end of the joining time. Willful absence from duty after the expiry of joining time will be treated as misconduct under CDA Rules
- c) No joining time is admissible if the transfer is on request basis.

#### **1.5.2 Transit Leave**

In cases involving transfer from one station to another, transit leave for shifting of households will be allowed maximum of 5 days excluding proceeding and succeeding holidays

Transit leave should be availed within one (1) month. On special circumstances, this may be extendable by another period of maximum five (5) months on express approval of Competent Authority on a case-by-case basis.

#### **1.6 Repeal**

Unless specified otherwise all Leave Rules and subsequent amendments will stand superseded by this rule from the date of its commencement.

#### **1.7 Savings**

The Chairman, NHLML reserves the right to alter, amend or withdraw this scheme at its discretion without assigning any reasons, therefore.



# **Chapter 4**

## **Compensation Structure**

This compensation structure shall apply to all executives of NHLML. One of the objectives of Executive hand book to ensure that structure is best in class to attract talent while also ensuring that executives have flexibility to design their compensation as may be approved by the competent authority.

The compensation structure has been mainly benchmarked with NHAI structure and in case of any change in NHAI structure, corresponding change shall be carried out by HR

Accordingly, following components may be kept as part of the Salary structure of executive: -

- a. **Basic Pay** - Basic salary of executive and this amount will be eligible for calculation of retiral benefits
- b. **House Rent Allowance** - The officials shall entitled to House Rent allowance as per matrix given below: -
- c.

City category	HRA
X- Delhi and NCR	27%
Y	18%
Z	9%

SI No.	States/ Union Territories	Cities classified as 'X'	Cities classified as 'Y'
1	ANDAMAN AND NICOBAR ISLANDS	-	-
2	ANDHRA PRADESH/ TELANGANA	HYDERABAD (U/A)	VIJAYAWADA(UA), WARANGAI, GREATER VISHAKAPATNAM(M CORP.), GUNTUR(UA), NELLORE
3	ARUNACHAL PRADESH	-	-
4	ASSAM	-	GUWAHATI(UA)
5	BIHAR	-	PATNA(UA)
6	CHANDIGARH	-	CHANDIGARH(UA)
7	CHATTISGARH	-	DURG-BHILAI NAGAR(UA), RAIPUR(UA)
8	DADRA AND NAGAR HAVELI	*	-
9	DAMAN AND DIU	-	-
10	DELHI	DELHI(UA)	-
11	GOA	-	-
12	GUJARAT	AHMEDABAD (UA)	RAJKOT(UA), JAMNAGAR(UA), BHAVNAGAR(UA), VADODARA(UA), SURAT(UA)
13	HARYANA	-	FARIDABAD*(M CORP.), GURGAON(UA)
14	HIMACHAL PRADESH	-	-
15	JAMMU AND KASHMIR	-	SRINAGAR(UA), JAMMU(UA)
16	JHARKHAND	-	JAMSHEDPUR(UA), DHANBAD(UA), RANCHI(UA), BOKARO STEEL CITY(UA)

17	KARNATAKA	BANGALORE/ BENGALURU (UA)	BELGAUM(UA), HUBIL- DHARWAD(M CORP.), MANGALORE(UA), MYSORE(UA), GULBARGA(UA)
18	KERALA	-	KOZHIKODE(UA), KOCHI(UA), THIRUVANATHAPURAM(UA), THRISSUR(UA), KANNUR(UA), MALAPPURAM(UA), KOLLAM(UA)
19	LAKSHADWEEP	-	-
20	MADHYA PRADESH	-	GWALIOR(UA), INDORE(UA), BHOPAL(UA), JABALPUR(UA), UJJAIN(M CORP.)
21	MAHARASHTRA	GREATER MUMBAI(UA), PUNE(UA)	AMRAVATI(M CORP.), NAGPUR(UA), AURANGABAD(UA), NASHIK(UA), BHIWANDI(UA), SOLAPUR(M CORP.), KOLHAPUR(UA), VASAI-VIRAR CITY(M CORP.), MALEGAO(UA), NANDED WAGHALA(M CORP.), SANGIL(UA)
22	MANIPUR	-	-
23	MEGHALAYA	-	-
24	MIZORAM	-	-
25	NAGALAND	-	-
26	ODISHA	-	CUTTACK(UA), RAURKELA(UA) BHUBANESHWAR(UA),
27	PUDUCHERRY(PONDICHERY)	-	PUDUCHERRYZPONDICHERY(UA)
28	PUNJAB	-	AMRITSAR(UA), JALANDHAR(UA), LUDHIANA(M CORP.)
29	RAJASTHAN	-	BIKANER(M CORP.), JAIPUR(M CORP.), JODHPUR(M CORP.), KOTA(M CORP.), AJMER(M CORP.)
30	SIKKIM	-	-
31	TAMIL NADU	CHENNAI (UA)	SALEM(UA), TIRUPUR(UA), COIMBATORE(UA), TIRUCHIRAPPALLI(UA), MADURAI(UA), ERODE(UA)
32	TRIPURA	-	-
33	UTTAR PRADESH	-	MORADABAD(M CORP.), MEERUT(UA), GHAZIABAD*(UA), ALIGARH(UA), AGRA(UA), BAREILLY(UA), LUCKNOW(UA), KANPUR(UA), ALLAHABD(UA), GORAKHPUR(UA), VARANASI(UA), SAHRANPUR(M CORP.), NOIDA*(CT), FIROZABAD(NPP), JHANSI(UA)
34	UTTARAKHAND	-	DEHRA DUN(UA)
35	WEST BENGAL	KOLKATA(UA)	ASANSOL(UA), SILIGURI(UA), DURGAPUR(UA)

- d. DA - shall be paid as 28% of Basic Pay. This is one of component of CTC. However, this shall not to be considered for retirals.





- e. **Transport Allowance** - shall be paid as Rs 7200+ DA per month. This is part of CTC and executive may choose to opt for a vehicle as per car lease policy given in this employee handbook in lieu of Transport Allowance. In case Electric car is opted then, applicable Transport allowance, shall be considered 10% more as incentive for contribution to green initiative
- f. **Newspaper Allowance** —The same shall be part of CTC and payable as per limits given below: -

Level	Per month
COO / CFO	Rs 700
VP and AVP	Rs 600
Sr. Manager	Rs 500
Manager	Rs 300
AM & below	Rs 200

- g. **Hospitality Allowance** - This is part of CTC and payable as per limits given below:

Level	Per month
COO/ CFO	Rs 3,000
VP	Rs 2,500
AVP	Rs 1,000
Senior Manager	Rs 800
Manager & below	Rs 500

- h. **Telephone Allowance** - This is part of CTC and executive payable towards landline/Broadband/Mobile/Internet etc as per limits given below:

Level / Designation	Per Month
COO / CFO	Rs 5000/-
VP	Rs 5000/-
AVP	Rs 2083/-
Senior Manager	Rs 1750/-
Manager	Rs 1250/-
Assistant Manager & Below	Rs 1000/-

- a. **Medical OPD** - this is equivalent to one month basic paid in 12 equal installments.  
**OR**  
**Leave travel Allowance** - this is equivalent to one month basic and payable at the time of claim made by executive

The executive may choose to avail either Medical OPD or LTA Allowance, at his discretion. However, same need to be informed to HR immediately at the time of joining and at the start of every financial year, in case change is required

Further, in case of Deputationist the LTC benefit shall be payable as per policy



prevalent in the parent organisation

**Retiral benefits**

- b. **Provident Fund** —both NHLML and executive will contribute 12% of basic pay which will be deposited with Provident Fund Organization of India. It will be as per rules and regulations based on Provident Fund Act 1952.

- c. Gratuity - shall be payable as under

(Basic Pay / No of years of service) \* 15/26.

As per rules, for every completed year of service or part thereof in excess of six months, the gratuity is payable to an executive at the rate of fifteen days basic pay based on the rate of basic pay last drawn by the employee.

Gratuity shall be deducted at the rate of 4.81% of basic every month. As per current act, gratuity becomes payable on completion of 5 years of service, therefore for first/original contract period of less than 5 years, the amount shall be deducted and withheld and paid only in case of successful completion of contract. Thus Gratuity is not payable if the first/original contract is terminated before due date or there is a case of voluntary exit before the successful completion of first/original contract

In case of renewal of contract, and total period (including previous contract period) exceeds 5 years, then gratuity shall be paid as per act.

- d. Annual Increments, Performance Related Pay and Promotion shall be governed as per compensation structure approved by Nomination & Remuneration committee/ Board of the company
- e. CEO remuneration shall have components and benefits as decided by the Nomination & Remuneration committee/ Board of the company and as mentioned in this handbook
- f. For all staff having dual roles e.g. COO/ CFO and Director, the higher level shall apply in terms of benefits applicable to them



# **Chapter 5**

## **Domestic Travel Policy**





## **Domestic Travel Policy**

### **1.1 Title, Commencement and Applicability**

This Policy will be called the 'NHLML Domestic Travel Policy'. The Policy comes into force effective from \_date of joining of executive. This policy will be applicable for NHLML users for when they require to travel outside HO for official work. This policy will be applicable for all the users of NHLML.

### **1.2 Applicability**

Except as otherwise, these Rules will apply to all executives of National Highway Logistic Management Limited (NHLML).

### **1.3 Objectives**

This policy is meant to define and lay down rules on reimbursement of expenses incurred on official travel in India. These rules shall cover all executives of the Company for journeys in India.

Deputationists in the Company's service will be covered under this policy. Company's executives on deputation outside shall be governed by the terms and conditions of their deputation.

These rules shall also cover trainees, candidates called for interview or any other person required to perform Company's work, as specified.

### **1.4 Definitions**

1. A 'tour' is a journey undertaken for Company's work out of the Headquarters where the executive is posted. A tour will be deemed to have commenced from the scheduled time of departure of the mode of transport and shall end at the actual time of arrival of transport at the Headquarters station.
2. 'Transfer' means movement of an executive from the Headquarters to another station where he/she is posted.
3. 'Day' for the purpose of calculating daily allowance is to be taken as the period of 24 hours from the scheduled time of departure from the Headquarters in respect of any particular tour.

## 1.5 Policy Applicability

1.5.1 An executive will be eligible for travelling allowance and daily allowance, if journeys are undertaken for the following purposes:

- Tour
- Appearing in departmental examination, interview or selection test conducted by the Company
- Recall from leave
- Participation in training programs, seminars and conferences as nominated participant/faculty
- Appearing in Courts as jury, assessor, and witness (only for Company's work)
- Executives of the Company appearing as accused in Departmental / Vigilance enquiry
- Transfer
- Medical examination other than for the purpose of appointment in the Company and/or treatment

### 1.5.1.1 Entitlement of executives is as follows:

Level	Allowance			Type of travel		
Level	Daily Allowance	Local Conveyance	Hotel Tariff	Rail travel	Air Travel	
Director / CEO	On Actuals		On Actuals (any star category)	AC 1 <sup>st</sup> Class	Business Class	
COO/ CFO	1,000	On Actuals	10,000 + Taxes	AC 1 <sup>st</sup> Class	Business Class	
VP	500		7,500 + Taxes	Ac 1 <sup>st</sup> Class	Economy	
AVP & Sr. Mgr.	450		5,000 + Taxes	Ac 1 <sup>st</sup> Class	Economy	
Mgr. and below	400		3,500 + Taxes	AC 11 Class	Economy	

9



- 1.5.1.2 One full day daily allowance will be applicable for every completed day (24 hours) of traveling. Half day will be applicable for every 12 hours of travel.
- 1.5.1.3 An executive may claim food/Meal charges on submission of bills upto a maximum of 20% of the permissible hotel tariff at applicable level in addition
- 1.5.1.4 In case of own car, the charges shall be restricted to the amount @ Rs 8 per km (inclusive of all taxes, except toll tax, which shall be reimbursed on production of receipts)
- 1.5.1.5 The above entitlements may be relaxed by the express permission granted by Chairman or CEO, NHLML, for domestic travel.
- 1.5.1.6 For all staff having dual roles e.g. COO/ CFO and Director, the higher level shall apply in terms of benefits applicable to them



# Chapter 6

## Transfer Policy

6



## **Transfer Policy**

### **1. Title and Commencement**

This Policy will be called the 'NHLML Transfer Policy'. The Policy comes into force effective from date of joining of executive.

### **2. Applicability**

The policy for transfer as stated below shall apply to all executives of NHLML. For all staff having dual roles e.g. COO/ CFO and Director, the higher level shall apply in terms of benefits applicable to them

### **3. Objectives**

- To cater to the changing organizational needs
- To meet organizational requirements, as envisaged in the manpower plan, optimize appropriate placement, meet exigencies of work and the needs at a particular location requiring specialized knowledge/experience
- To ensure optimum manpower utilization, upgrade skills & support creating knowledge-based organization wherever required
- To accomplish specific tasks/objectives with the available resources
- To meet organizational developmental needs, executive aspirations and future organizational requirements
- To cater to administrative requirements

### **4. Guidelines**

- 4.1 Any executive will be considered as having transferred to a new location if he/she resides at that new location for work for more than 30 days of continued stay OR by issuance of transfer order
- 4.2 Executive is entitled to claim hotel tariff, daily allowance and traveling allowance for up to 7 days after the period of 30 continues days or transfer order. After 7 days the executive is expected to settle into their new accommodation.
- 4.3 Entitlement of traveling allowance and daily allowance will be as per domestic travel policy

*P*





**4.4 Traveling allowance on transfer: - An executive who is transferred shall be entitled to:-**

- 4.4.1 A lumpsum travel grant of one month's pay and 50% of basic pay as packing allowance
- 4.4.2 Actual fare for himself and members of his family by the entitled class
- 4.4.3 Road mileage for any road journey undertaken by him and members of his family, other than the journey performed by entitled mode - claimable through bills.
- 4.4.4 Travel incidentals in the form of daily allowance for the officer or executive and each member of his family for the entire period of journey from his residence at the old headquarters to new headquarters. In computing travel incidentals in respect of children below the age of twelve (12) years, daily allowance at held rates shall be taken into account.
- 4.4.5 An executive on transfer shall also be entitled to the reimbursement of the actual cost of transportation of one motor car or two wheeler owned by the executive.
- 4.4.6 The members of the family of an officer or executive who has completed at least 3 years of continuous service with the company and dies while in service, shall be eligible for the reimbursement of the cost of travel from the headquarters of the officer or executive to his home town or to any other place of residence in India where the family wishes to settle down if such travel is undertaken by the members of the family within one year from the date of demise of the executive
- 4.4.7 All claims will need to be submitted within 90 days of completion of tour and one year in case of transfer. If no claim is made in the specified period, the claim shall be forfeited
- 4.4.8 In case of a new joinee/recruit requires relocation to company office / site to join NHLML, following shall be allowed:
  - a) The actual amount incurred by him on transport of household goods and travel, subject to
    - maximum limit of expenditure limited upto One-month basic salary, and
    - hotel allowance as per level
  - b) Transfer & expenditure should have been completed within one month of joining
  - c) In case the new joinee leaves in less than 12 months, the expenses reimbursed on above account shall be recovered from him



# **Chapter 7**

## **Group Insurance Policy**

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## **Group Life Insurance Policy**

### **1.1 Title, Commencement and Applicability**

This Policy will be called the 'NHLML Group Life Insurance Policy'. The Policy comes into force effective from the date of joining of executive. NHLML as a welfare measure, will take a Group Life Insurance Policy for all Directors and executives of NHLML.

### **1.2 Coverage**

All Directors and executives, Officers on deputation to the Company, who are in active service of the company, are covered under the scheme, henceforth called executives.

### **1.3 Sum Assured**

All Directors and executives, Officers on deputation to the Company, who are in active service of the Company are covered as per below ranges.

For deputationists, the insurance cover will be reduced by the sum for which they are insured in their parent organization so as to ensure that the insurance cover extended to them does not exceed the ceiling of range applicable to them, as the case may be, applicable to executives of NHLML.

<b>Level</b>	<b>Applicable Sum Assured</b>
Director / CEO	60,00,000
COO/ CFO	47,45,000
VP	43,55,000
AVP .	36,75,000
Senior Manager	35,14,000
Manager	29,82,000
Assistant Manager	25,20,000



#### **1.4 Exclusions**

Contract executives appointed by the headquarters/ RO / PD through the placement agencies shall not be covered by Group Insurance Scheme

#### **1.5 Termination of membership**

Membership of the Policy shall be deemed to have terminated on the day one ceases to be an executive of the company due to attaining age of superannuation, repatriation to the parent organization, or termination of contract.

#### **1.6 Enrolment**

New executives joining the company shall be enrolled as a member from the date of their joining.

#### **1.7 Settlement of Claim**

In unfortunate event of death, and permanent disability, the nominee of the deceased executive shall be entitled to receive a sum equivalent to the value given in the table above. For this purpose, all executives have to nominate a member of their family. The nominee of the deputation's officer shall be entitled to receive the sum assured minus the sum assured in his / her parent organization.



# **Chapter 8**

## **Group Medical Policy**



## **Group Medical Policy**

### **1.1 Title, Commencement and Applicability**

This Policy will be called the 'NHLML Group Medical Policy'. The Policy comes into force effective from the date of joining of the official. NHLML ensures that benefits are effectively designed to help executives live a healthy lifestyle.

This policy shall be applicable to all executives and Officers on deputation to the Company

### **2 Definitions:**

In these regulations, unless the context otherwise requires: -

- a) "Empanelled hospital" means a hospital, dispensary, maternity or child welfare centre or clinic approved by NHLML / NHAI
- b) "Competent authority" for this means the Chairman or CEO or any other officer authorised as such by the company in this behalf;
- c) "family" in relation to officer or executive means the wife or husband, as the case may be, of such officer or executive, and includes his or her-
  - i) Parents;
  - ii) Sons including adopted and step sons below the age of 25 years and daughters including adopted and step daughters who are minor, unmarried or are widowed;
  - iii) Minor brothers and sisters, if they are fully dependent on the officer or executive.
- d) "officer or executive" means all executives and officers on deputation to the Company;
- e) "medical treatment" means comprehensive medical cover involving out-patient and other specialised treatment in an approved hospital and includes-
  - i) Connected pathological, radiological and other methods of diagnosis;
  - ii) Treatment at a clinic or consultation room or a registered medical practitioner;
  - iii) Treatment provided at the residence of the officer or executive in cases where it is certified by a registered medical practitioner to be in the interest of the health of the patient;
  - iv) Treatment taken as an outdoor patient in an approval hospital;
  - v) Supply of medicines, vaccines, sera or other therapeutics substances, but does not include: -

- a) Vitamins unless certified as essential by a registered medical practitioner as a supplement to the medicines prescribed;
- b) Tonics;
- c) Baby food, milk food, beverages.
- (vi) Ordinary dental treatment but does not include supply of dentures, crown work, bridge work, orthodontic work and other specialised dental work.
- (vii) treatment of eyes and testing of eyesight but does not include supply of spectacles;
- (viii) pre-natal and post-natal treatment;
- (ix) anti-rabic treatment
- (x) ordinary nursing and hospital accommodation appropriate to the status of the officer or executive.

### **3. Reimbursement of medical expenses:**

- (1) An officer or executive shall be entitled to reimbursement of expenditure incurred on medical treatment of himself and any member of his family provided by a registered medical practitioner and /or empanelled hospital subject to a maximum of one month's pay per year. This Medical is included as part of CTC in compensation structure, and payable on monthly basis as part of same
- (2) Where the competent authority is satisfied that it is necessary to make advance payment to meet the expenses of medical treatment in an approved hospital as an indoor patient of an officer or executive or any member of his family, it may sanction an advance not exceeding fifty per cent of the monthly pay of the officer or executive or the anticipated cost of medical treatment, whichever is less, subject to the production of a certificate from the said hospital as to the total likely expenditure

### **4. Hospitalisation:**

- (1) An officer or executive or any member of his family may obtain medical treatment as an indoor patient in the All India Institute of Medical Sciences, a Government hospital, a hospital run by any local authority or any other approved/empanelled hospital by NHLML/NHAI
- (2) Reimbursement on account of accommodation charges in the hospitals referred to in sub-regulation (1) shall be limited to the rates specified in the table below:-

Grade/ Level	Approved Hospital/ Govt. Hospital ZAHMS
CEO	Private AC room
COO / CFO	Private AC room
VP	Private AC room
AVP	Private AC room
Senior Manager	Private AC room
Manager	Private room
Assistant Manager & below	Semi -Private room / Semi Paying ward

- (3) For the purpose of sub-regulation (1) the Competent Authority may, from time to time, approve any private hospital, dispensary, maternity or child welfare centre or clinic.

**5. Treatment for special diseases: -**

- (1) For medical treatment of special diseases relating to heart ( open heart surgery, by-pass, etc.) cancer, diseases related to kidney, neuro-surgery, tubercular diseases and such other diseases as may be notified by the company (NHLML) from time to time, the officer or executive or any member of his family may take indoor treatment from one of the hospitals as may be specified by the competent authority or such other hospital as may be notified and added to the said list by the Competent Authority from time to time.
- (2) Where an officer or executive takes medical treatment under sub-regulation (1), full expenses for treatment or pathological tests including medicines relating to such diseases shall be reimbursed to the officer or executive.

**6. Treatment abroad: -**

- (1) An officer or executive, if he or any member of his family is suffering from a disease, the treatment of which is not available in India, may make an application to the Company to sanction the expenditure involved in such treatment.
- (2) After considering the application under sub-regulation(1), if the Company (NHLML) is satisfied about the genuineness of the facts stated in the application, it may make a reference to the Standing Committee constituted by





the Ministry of Health and Family Welfare for the purpose through the Ministry of Road Transport & Highways that the Standing Committee has approved the expenditure and the NHLML is authorised to sanction the expenditure involved in treatment abroad, it may sanction the amount to the officer or executive.

**7. Reimbursement of medical expenses incurred abroad:-**

When an officer or executive undertakes tour abroad in connection with the affairs of the company (NHLML) and is compelled to take medical treatment as an indoor patient in a hospital, the company shall reimburse the entire medical expenditure incurred abroad in such hospital.

**8. Power to relax:**

- (1) Where an officer or executive-
  - fa) Has been compelled because of emergency to take medical treatment in nursing home or hospital which is not an approved/empanelled hospital, for himself or any member of his family:
  - (b) Exceeds his entitlement of reimbursement of medical expenses under these regulations, the Competent authority may, after considering the genuineness of the case, relax any of the provisions of these regulations.
- (2) For the purpose of considering the genuineness of a case referred to in sub-regulation (1) the Competent authority, if required, may constitute a committee of officers consisting of Flead (FIR), Head (F&A), Head (Admn), Head of appropriate division. Further, in case required, a medical officer of any appropriate rank may also be nominated by the Competent authority to be part of committee
- (3) A quarterly report of the cases in which the powers under sub-regulation (1) have been exercised by the Competent authority shall be placed before the Company for information

**9. Claim of medical reimbursement:**

- (1) Where both the husband and the wife are in the service of the Company, either of the spouse may claim the benefits under these regulations for himself and any member of the family.
- (2) Where the spouse of the officer is in the service of the Government or an organisation owned or controlled by the Government or any Private organisation and such spouse has claimed any medical expenses incurred by him/her on any



treatment from that organisation/Insurance company for himself or any member of his/her family, the officer shall not claim such expenses again from NHLML under these regulations

**10. Residuary matters:**

- 1 For all staff having dual roles e.g. COO/ CFO and Director, the higher level shall apply in terms of benefits applicable to them.
- 2 Matters with respect of which no specific provisions have been made in these regulations, shall be regulated as may be decided by the competent authority of the company



## **Chapter 9**

# **Medical Health Check up Policy**

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## **Medical Health Check up Policy**

### **1.1 Title, Commencement and Applicability**

This Policy will be called the 'NHLML Medical Health Check up Policy'. The Policy comes into force effective from date of joining of officer. NHLML decided to have comprehensive Medical Health Checkup of the executives.

### **1.2 Coverage**

All officers/ executives (regular / deputation) of NHLML, who are in active service of the company, are covered under the scheme.

The executive may approach the nearest hospital for conducting the medical examination and test subject to a limit of Rs. 5,000/- per individual executive

All eligible executives may make it convenient to visit any of the empaneled hospital for Health Checkup. They may collect company letter from Administration Division and show the identity card issued by the company to the respective hospitals for verification of the eligibility / Identity.

Empaneled Hospitals may agree to conduct Medical Health checkup as per their Scheme mentioned hereunder. In respect of the checkup done in any of the approved hospitals, the payment will be directly released to the concern hospitals by the company on the receipt of bills and medical reports of the concern executives.

Executives are mandatory required to get their health checked once a year

Executives may reimburse **up to INR 5,000** for medical checkups. The following tests may be included.



INVESTIGATION	INVESTIGATION
Complete Hemogram (CBC + ESR)	Complete Hemogram (CBC + ESR)
Blood Sugar fasting & PP, Lipid profile	Blood Sugar fasting & PP, Lipid profile
KFT (Uric Acid, Creatinine, Blood Urea)	KFT (Uric Acid, Creatinine, Blood Urea)
TMT (Treadmill Test)	TMT (Treadmill Test)/ Mammography
LFT (SGOT/AST, SGPT/ALT Total Bilirubin & Direct)	LFT (SGOT/AST, SGPT/ALT Total Bilirubin & Direct)
PSA Total, Cardiac profile	Pap Smear, Cardiac profile
SERUM LDH, CK-MB, CRP	SERUM LDH, CK-MB, CRP
Urine Routing & microscopic examination	Urine routing & Microscopic examination
ECG Electro-cardiography	ECG Electro-cardiography
Chest X-Ray PA view	Chest X-Ray PA view
Whole Abdomen Ultrasound	Whole Abdomen Ultrasound
Any Vitamin test	Any vitamin test
Any other test, if necessary	Any other test, if necessary
Physician Consultation	Physician Consultation



# **Chapter 10**

## **Company Car Lease Policy**

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## **Company Car Policy**

### **1.1 Title, Commencement and Applicability**

This Policy will be called the 'NHLML Company Car Policy'. The Policy comes into force effective from date of joining of executive. NHLML has formulated in order to introduce an executive friendly car scheme in the company.

### **1.2 Car lease Possibilities**

1.2.1 Executive may continue to draw transport allowance (TA) as part of their CTC

**OR**

1.2.2 Executive in NHLML may choose an option to avail car lease facility in lieu of Transport allowance as mentioned in CTC structure for the applicable grade/ level

- a) NHLML through a leasing company may provide car on lease plus reimbursement of petrol, driver, insurance, repairs, accessories etc up to maximum limit of Transport allowance applicable to their grade/ level. All amounts over the Transport allowance shall be payable by the executive
- b) An agreement will be signed between NHLML, leasing company and executive after legal vetting
- c) On completion of Three (3) years or executive contract period (whichever is earlier) the car would have to be compulsorily bought by the executive at the residual value.
- d) Only one car per executive will be permitted at a time
- e) The vehicle will be registered in the name of executive
- f) The original Registration Certificate (RC) will be kept by the user. A copy must be submitted to local administration team within 7 days from receipt from transport authority.
- g) In the event of an executive leaving the firm during the lease tenure, the executive will be liable to foreclose the car lease and bear all related expenses prior to exit and make full & final settlement for getting NOC from Company. The dues to the leasing company should be settled and NOC from leasing company should be obtained before last working day of the executive. No lease rent or any other expense will be borne by the company post LWD of the executive



- h) In the event of an accident, the concerned executive will report the event immediately to the local administration department and ensure that the insurance formalities are completed. For major accidents including theft of the car or third-party injury, it is obligatory on the part of executive to lodge FIR with the nearest police station.

**OR**

- 1.2.3 Executive in NHLML may also choose an option to avail hired car provided by company in lieu of Transport allowance.

The vehicles need to be engaged through the administration department after due approval from Approving Authority. Post engagement, bills may be submitted to finance division along with self-certification

The above facility shall be available in lieu of Transport allowance and any differential amount shall be paid/recovered from employee in case the entitlement amount as above is short/excess against the Transport Allowance receivable by executive

- 1.2.4 In case Electric car is opted then, Transport allowance shall be considered 10% more as incentive for contribution to green initiative





# Chapter 11

## Internet Usage



## **Internet Usage Policy**

### **1.1 Title, Commencement and Applicability**

This Policy will be called the 'NHLML Internet Usage Policy'. The Policy comes into force effective from date of joining of executive. This policy will be applicable to ensure appropriate utilization of Internet facility and streamline IT infrastructure to conduct organization activities only. This policy will be applicable for all the users of NHLML.

### **1.2 Policy Applicability**

Access to internet is a basic work requirement now. Hence all executives of NHLML will have access to internet in order for them to discharge their official responsibilities. NHLML reserves the right to evaluate executive access from time to time, and restrict access to certain sites and services based on risk perception and infrastructure usage. This is a benefit extended to executives and may be withdrawn.

### **1.3 Responsibilities of Users**

- > internet should be used strictly for official purpose only
- > Do scan all email attachments for viruses before opening them.
- > Don't access material that could offend others.
- > Don't let anyone else use any of your accounts or share your password with anyone.
- > Don't download videos, music or anything on your official system
- > Don't install unlicensed or malicious software.
- > Don't open emails from unknown/ suspicious sources
- > Don't use illegal / pirated software and programs
- > Don't download data from doubtful sources.
- > Don't visit untrustworthy sites out of curiosity or access the URLs provided in those websites
- > Don't download programs without permission of the copyright owner or licensee
- > Cooperate with authorized team to carry out necessary checks of NHLML systems by allowing them to check their systems



# Chapter 12

## Office Email Usage



## **Email Policy**

### **1.1 Title, Commencement and Applicability**

This Policy will be called the 'NHLML Email Policy'. The Policy comes into force effective from date of joining of executive. This policy will be applicable to ensure proper use of email system and make user aware of what NHLML deems as acceptable and unacceptable use of its email system. Misuse of email can lead to many legal, privacy and security risk thus it is important for user to understand the appropriate use of electronic communication. The policy outlines the minimum requirement for use of email within NHLML This policy will be applicable for all the users of NHLML

### **1.2 Responsibilities of Users**

- > All use of email must be consistent with NHLML policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices
- > NHLML email account should be used primarily for NHLML business-related purposes, personal communication is permitted on a limited basis, but non-NHLML related commercial uses are prohibited.
- > All NHLML data contained within an email message or an attachment must be secured according to the Data Protection Standard.
- > Email should be retained only if it qualifies as a NHLML business record. Email is a NHLML business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.
- > Email that is identified as a NHLML business record shall be retained according to NHLML Record Retention Schedule.
- > The NHLML email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Executives who receive any emails with this content from any NHLML executive should report the matter to their supervisor immediately.
- > Users are prohibited from automatically forwarding NHLML email to a third



party email system. Individual messages which are forwarded by the user must not contain NHLML confidential or above information.

- > Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct NHLML business, to create or memorialize any binding transactions, or to store or retain email on behalf of NHLML. Such communications and transactions should be conducted through proper channels using NHLML-approved documentation.
- > Using a reasonable amount of NHLML resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email.
- > Sending chain letters or joke emails from a NHLML email account is prohibited.
- > NHLML executives shall have no expectation of privacy in anything they store, send or receive on the company's email system.
- > NHLML may monitor messages without prior notice. NHLML is not obliged to monitor email messages.

### **1.3 Organization owns executives Email**

Keep in mind that the organization owns any communication sent via email or that is sorted on organization equipment. Management and other authorized staff of the organization have the right to access any material in email or on computer at any time. The executive should not consider electronic communication, storage or access to be private if it is created or stored at work.



# **Chapter 13**

## **Password Protection Policy**



## **Password Protection Policy**

### **1.1 Title, Commencement and Applicability**

This Policy will be called the 'NHLML Password Protection Policy'. The Policy comes into force effective from date of joining of executive. This policy will be applicable to establish standard for creation of strong passwords and protection of those passwords. This policy will be applicable for all the personnel are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any NHLML facility, has access to the NHLML network, or stores any non-public NHLML information..

### **1.2 Guidelines to create and manage Password for Users**

- > Users must use a separate, unique password for each of their work related accounts.
- > Users may not use any work related passwords for their own, personal accounts
- > All the users are advised to change their passwords frequently to enable the security of the IT system and prevent any unauthorized intrusion activity
- > Passwords must not be inserted into email messages, Alliance cases or other forms of electronic communication, nor revealed over the phone to anyone.
- > Passwords may be stored only in "password managers" authorized by the organization.
- > Do not use the "Remember Password" feature of applications (for example, web browsers).
- > Any user suspecting that his/her password may have been compromised must report the incident and change all passwords.
- > The Password shall contain 14 characters
- > Users every work account should have a different, unique password.
- > The password should not contain personal information such as birthdates, addresses, phone numbers, or names of family members, pets, friends, and fantasy characters.
- > he password shall not be a word or number pattern like aaabbb, qwerty, zyxwvuts, 123321, "Welcome 123" "Password123" or "Changemel23"



- The password should not be work related for their own, personal accounts.
- The password must not be shared with anyone, including supervisors and coworkers.
- Password must not be inserted into email messages, Alliance cases or other forms of electronic communication, nor revealed over the phone to anyone.
- Do not use the "Remember Password" feature of applications (for example, web browsers).
- All passwords are to be treated as sensitive, confidential NHLML information.
- Any user suspecting that his/her password may have been compromised must report the incident and change all passwords.
- Password cracking or guessing may be performed on a periodic or random basis by the NHLML Cyber Security team or its delegates. If a password is guessed or cracked during one of these scans, the user will be required to change it to be in compliance with the Password Construction Guidelines.





## **Chapter 14**

# **Purchase of laptops/notebooks and similar devices**

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## **Purchase of Device Policy**

### **1.1 Title, Commencement and Applicability**

This Policy will be called the 'NHLML Device Purchase Policy'. The Policy comes into force effective from date of joining of executive and Directors. This policy will be applicable for NHLML users to purchase laptop / mobile / iPad / Tablet for official purposes. This policy will be applicable for all the users of NHLML and Directors.

### **1.2 Applicability**

Except as otherwise provided, these Rules will apply to all executives of National Highway Logistic Management Limited (NHLML). These rules shall not apply to appointments on casual basis or on short periods for specific jobs

### **1.3 Objectives**

This policy clarifies various modalities and rules governing purchase of devices for users of NHLML. Through these guidelines, NHLML attempts to ensure that all the users are able to deliver their duties efficiently and effectively for faster delivery of projects. This policy will also provide budget limits for device procurement.

### **1.4 Policy Applicability**

- a) All users are eligible for a device such as laptop, tablet, notepad, Ultrabook, notebook, Mobile or devices of similar categories for discharge of official duty. The said users may be allocated desk top/ laptop in office in addition to the device facility under this policy, based on levels given below. For all staff having dual roles e.g. COO/ CFO and Director, the higher level shall apply in terms of benefits applicable to them.

Laptop / computer / Ultrabook / Notebook

<b>Level / Designation</b>	<b>Reimbursement</b>
Director / CEO	On Actuals



VP and above	INR 1 lakh
AVP and below	INR 75,000

## Tablet / IPad / Notepad

Level / Designation	Reimbursement
Director / CEO	On Actuals
COO/ CFO and VP	INR 50,000

## Mobile

Level / Designation	Reimbursement
Director and CEO	On actuals
COO/ CFO and VP	INR 50,000
AVP and Sr. Mgr.	INR 35,000
Mgr. and below	INR 25,000

- b) Standard Software: Any software (Operating System, Antivirus software or MS-Office etc.) that is essential for the running of device towards discharge of official functions/duties
- c) Safety, Security & Maintenance of Device: The user, who is given the device, shall be personally responsible for its safety and security as well as security of data/information, though the device shall continue to remain Government property. The user is at liberty to get the device insured at his personal cost.
- d) The executive needs to purchase the same on their own and submit original bills in order to claim reimbursement.
- e) The above limits are inclusive of all types of accessories, software's and taxes



### **1.5 Retention/Replacement of device:**

- a) Replacement of above-mentioned devices be allowed only after a minimum period of three years for which 5% of the original cost of the retained instrument will be deposited by the executive and the balance book value will be written off in the books of NHLML
- b) For the purpose of calculation of the book value, a depreciation of 33% per year. On straight line method, be adopted.
- c) For retention of above assets while leaving NHLML, the executive should have put in a minimum service of one year in NHLML. Such retention may be allowed on payment of the depreciated value of the equipment
- d) Post the completion of three years of usage, the user may retain the issued device;
- e) In case of loss, theft and damage of the equipment, the depreciated value will be changed from the executive. A copy of the FIR lodged with the police will be submitted by the executive in case of theft

### **1.6 Conditions at the time of exit or end of contract**

- a) In cases where, at the time of purchase of device if the residual service of the user is less than three (3) years or in case the officer is transferred/deputed to State Govt with residual service of less than three (3) years, and the cost of the device remains unpaid, the user concerned will have the option of retaining the device by paying the amount after deducting the depreciation.
- b) Upon transfer/deputation of the user to another Ministry/ Department/Attached/Sub-ordinate offices of the Government of India or to the State Government in case of Officers of the All-India Services, the user will have the option of retaining the existing device and in case of such retention, this fact should be specifically mentioned in the Last Pay Certificate (LPC).

### **1.7 The applicability of the provisions of this policy to the officers of Armed Forces**

Forces/Paramilitary Forces, officers of MoD & other similar establishments would be subject to restrictions imposed by the concerned departments/organizations duly taking into consideration the security of information. In all such cases the security of the information shall be the responsibility of the concerned department.



### **1.8 Issuance to consultants engaged by NHLML:**

If there are requests for issuance of laptop/note book or similar devices to Consultants engaged NHLML, the Competent Authority may take a decision in this regard purely on the basis of functional necessity, on case to case basis separately. As the terms of return will vary, Ministries/Departments may accordingly decide the duration of issue, upkeep and return of these devices separately.

#### **User responsibility**

1. User should use all reasonable precaution to maintain the security of the device, including keeping it protected during local and domestic travel
2. User should take all reasonable precaution to keep official documentation secure on the system so as to ensure confidentiality
3. User should inform NHLML immediately in case of theft or loss of device so that data can be secured on the device from the backend
4. User should not install any unlicensed or malicious software without permission of NHLML technology administration team
5. User should not open emails from unknown/ suspicious sources that may download software on to the device
6. Users should cooperate with authorized team to carry out necessary checks of devices from time to time



# Chapter 15

## Separation Policy



# **Separation Policy**

## **1.1 Title and Application**

These rules will be called “National Highway Logistics Management Limited (NHLML) Separation Policy” and will come into effect from\_\_.

## **1.2 Applicability**

Except as otherwise provided by or under these rules they shall apply to all persons appointed against regular posts in connection with the affairs of the NHLML. These rules shall not apply to appointments on casual basis or on contract basis for specific jobs and periods.

## **1.3 Objectives**

This policy clarifies various modalities and rules governing separation and termination of executives. Through these guidelines, NHLML attempts to ensure that all the assets in the hands of executive are repossessed to NHLML before exiting the organization

## **1.4 Causes of Exit**

### **1.4.1 Superannuation**

### **1.4.2 Age of Superannuation**

- a) Every executive of the NHLML shall be required to retire from the service of the NHLML from the afternoon of the last day of the month in which the executive completes the age as below : -

Level	Age
Senior Management	65
Other executives	60

- b) Executive whose date of birth is the first of the month shall retire from service on the afternoon of the last date of the preceding month on attaining the age of 60 years / 65 years as the case may be



- c) No executives shall be given extension of service beyond the age of superannuation i.e. 60 years / 65 years as the case may be

#### **1.4.2.1 General Instructions**

- a) Retirement on attaining the age mentioned above is automatic and, in the absence of specific orders to the contrary by the competent authority, an executive of the company must retire on that date. He/She should hand over charge on the due date to the Head of the Department / Competent Authority.
- b) A notice may be issued to the concerned executive intimating the
- c) date of his retirement at least three months in advance in order to enable him to plan his post-retirement activities.
- d) Chairman may be given authority to on exceptional basis to invite certain members of the staff to continue in employment for a limited period of time or appoint them on retainer basis.

#### **1.4.2.2 Premature retirement by the management**

An executive who has attained the age of 50 years and is considered to be medically unfit, inefficient or of doubtful integrity, may be prematurely retired by the Management.

#### **1.4.2.3 Criteria for judging inefficiency of the executives**

- a) Inefficiency would be evaluated based on the Appraisal Reports. An executive who has secured consecutively 'Unsatisfactory' rating for three years in his Appraisal Reports may be deemed as a fit case for premature retirement.
- b) Doubtful integrity: An executive who gets an adverse comment consecutively for three years on his integrity in his Appraisal Reports would be recommended for premature retirement.
- c) Medical unfitness:
- d) If an executive has been continuously on leave on medical grounds for a period of 12 weeks (including Sundays and holidays) or he has been on leave for reasons of sickness for a total period of 120 days (including Sundays and holidays) or more during a continuous period of six months or if a person though attending duties but is found to be mentally deranged, the Management may refer him to a medical board for his thorough medical check-up and report:
  - The disease he is suffering from;
  - Whether it is curable or incurable;

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- Whether the disease is infectious / contagious
- In case of curable disease whether the person is likely to be fit to resume his normal duties within a period of 12 months

If the executive is not fit to resume his duties within a period of 12 months and in cases of an executive suffering from incurable or infectious / contagious disease or suffering from lunacy or mental-derangement and whose services cannot be utilized by NHLML or whose attendance is likely to pose health hazard to others as may be certified by the medical board, premature retirement will be considered on recommendation of the medical board.

This premature retirement on medical grounds is independent of and without prejudice to the right of NHLML under the contract of employment to dispense with the services of any executive on one / three months' notice or one / three months' salary in lieu thereof.

#### **1.4.2.4 Retirement as a result of disciplinary action**

An executive may be removed, dismissed or retired from the services of the NHLML as a result of disciplinary action initiated against him under the NHLML Service code of Conduct

#### **1.4.2.5 Medical Unfitness**

An executive is liable to be discharged or retired from the service of the NHLML, at any time on being found medically unfit to continue in the services of the NHLML.

#### **1.4.2.6 Termination of Service**

Subject to the provisions of law for the time being in force, an executive's services may be terminated in any one of the following ways:

- a) termination in terms of service contract;
- b) resignation;
- c) retrenchment;
- d) retirement;
- e) medical unfitness;
- f) death; or
- g) dismissal or removal from service as a result of disciplinary action.



#### **1.4.2.7 In terms of service contract**

The services of an executive may be terminated by giving such notice or pay in lieu thereof as may be prescribed in the contract of his service. In the absence of any such specific provision in the Contract of Service, the service of the executive may be terminated in the following manner:

- a) Services of a temporary executive shall stand automatically terminated at the end of the period as specified in the order of appointment or on completion of work for which he was engaged, whichever is earlier. The services of such an executive may be terminated even before expiry of the specified period or before completion of the said work by one month's notice on either side or payment of salary in lieu thereof. If the unexpired period out of the specified period is less than one month, the notice period or pay in lieu thereof will be correspondingly reduced.
- a) The service of a casual executive can be terminated without assigning any reason or giving any notice.
- b) The service of a fresh recruit on probation can be terminated without assigning any reason by giving one month's notice on either side or payment of salary consisting of pay and dearness allowance in lieu thereof.
- c) The services of a regular executive unless otherwise provided in the service contract can be terminated by either side by giving 2 months-notice

#### **1.4.2.8 Resignation**

- a) An executive deciding to leave the services of the organization must submit a resignation letter giving the requisite notice in writing / email to the Reporting Officer along with a copy to HR.
- b) An executive, who has submitted resignation from his / her appointment in the NHLML shall not be relieved of his duties until and unless his resignation is accepted and the same is communicated to all concerned.
- c) The executive shall cease to be in the employment of the organization with effect from the date of resignation from the service
- d) The notice period from the executive is essential to ensure timely and smooth hand over of existing responsibilities to another executive
- e) On acceptance of resignation by the Reporting Officer and upon mutually consenting on the relieving date, a communication in writing shall be sent to the executive with a copy to Accounts and other related departments for his/ her full and final settlement of dues



- f) The executive has to clear all the dues to the organization within notice period of acceptance of his / her resignation, and handover his responsibilities and assets to the satisfaction of the organization, failing which his/her salary for the following month will be withheld
- g) Under no circumstances shall the resignation tendered by an executive whose conduct is under investigation or departmental action, be accepted, without the sanction of the authority competent to dismiss the executive.

### 1.5 Notice Period

Category of executives		Period of notice
Probation		One month or salary in lieu there of
<b>Regular Executives</b>		
Executives		Two months or salary in lieu thereof
Temporary/ Contract executives		As per terms and conditions of appointment/ contract

*\*The notice period may be waived off at the discretion of the HoDs and approval by Chairman, NHLML.*

Note:

1. Salary will mean basic pay, any other element such as special pay, personal pay / personal adjustment etc. and dearness allowance.
2. Notice period may be waived partly or fully by the authority competent to accept the notice at its discretion subject to the condition that specific request justifying such waiver is made by the executive submitting the resignation.

### 1.6 Withdrawal of resignation

Withdrawal of resignation may be allowed on a case to case basis in discussion with;

1. Chairman for Senior Management Positions (VP & above)
2. CEO for middle and junior management positions (AVP & below)