

December 23, 2017

## **OFFICE CIRCULAR # BAT/Dec/2017**

### **Sub: New Conveyance Policy within City Area**

As per discussion the following *criterion* are proposed for Conveyance Policy in the City Area only for official purpose:

- 01) Team leader may use CNG who is not enjoying other transport facility.
- 02) Every individual employee may use "PATHAO"/UBER MOTO within 6 K. M. as convenient.
- 03) In case of two employees who are required to go outside together then CNG may be used within 6 K.M.
- 04) In case of three employees who are required to go outside together then UBER may be used within 6 K. M. subject to the prior notification to the team leader/Head of GSD.
- 05) In long distance Bus must be used if office vehicle is not available. Long distance means more than 6 K. M.
- 06) Ricksha may be used in case of short distance if possible.
- 07) CNG may be used if there is risk of damage of Documents, Accessories or Hardware materials due to use of PATHAO/UBER MOTO, Bus or on emergency situation subject to recommendation by team leader.
- 08) In case of journey from residence to client office or client office to residence, 50% of above related cost would be allowed.
- 09) Conveyance bill would be claimed through e-office as previous and bill of PATHAO, UBER MOTO, UBER and other vehicles (if possible) would be provided.