



# उत्तर प्रदेश मेट्रो रेल कॉर्पोरेशन लि०

## UTTAR PRADESH METRO RAIL CORPORATION LTD.

(Formerly Known as Lucknow Metro Rail Corporation Ltd.)

(भारत सरकार एवं उत्तर प्रदेश सरकार का एक संयुक्त उपक्रम)

(A JOINT VENTURE OF GOVT. OF INDIA & GOVT. OF U.P.)

No. UPMRC/HR/A-51/2015

Dated 31.12.2020

### Office Order No. 118/2020

Sub : Streamlining of re-imbursements.

The following re-imbursements are claimed by UPMRC employee regularly (every month) –

- (i) Transport Re-imbursement.
- (ii) TADK
- (iii) Entertainment
- (iv) Telephone re-imbursement
- (v) CDA/VA

2. In order to streamline the process of claiming above re-imbursements, the following procedure will be followed henceforth –

- (i) The re-imbursements as mentioned in para 1 above shall be paid to eligible employee in the subsequent month in which the amount has been incurred. Employees are not required to claim above re-imbursements through ERP or physical form.
- (ii) Claimant shall submit all papers/undertaking at the time of raising first claims or in the event of change in documents for smooth release of payment for a year, in case employee continues service with UPMRC.
- (iii) Claimant shall be responsible to maintain all the original bills/vouchers and other necessary items towards his/her re-imbursement and shall produce the same as and when required by UPMRC or any other Government Organisation i.e. Auditor/Income tax/Excise Department etc.
- (iv) If any claimant has not incurred the amount as received by him/her for any month, he/she shall inform the same immediately to HR branch preferably by 15<sup>th</sup> of the subsequent month and the amount shall be adjusted in next month.
- (v) The re-imbursement shall be paid in the second week of the subsequent month as per entitlement and after expenditure incurred.

(AN ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 Certified Company)

Administrative Building, Near Dr. Bhimrao Ambedkar Samajik Parivartan Sthal, Vipin Khand, Gomti Nagar, Lucknow-226010

Tel: +91 522 2304014 | Fax: +91 522 2304013 | Website: www.upmetrorail.com

2. All required documents (copy of insurance/RC etc.) and undertaking (as per annexure 2 to 6) should be submitted to HR department latest by 20.01.2021 for getting re-imbursement as per entitlement.
3. All the claimants are required to submit a statement of expenditure (as per annexure-1) at the end of the financial year.
4. All other re-imbursements shall continue to be claimed as per existing practice i.e. through ERP.

This issues with the approval of the Competent Authority.

Encl : Annexure-1 to 5

  
(Abhishek Ranjan)  
JGM/HR  
For MD/UPMRC

Copy to : (i) Staff Officer of kind information of MD Sir,  
(ii) Dir/Fin, Dir/W&I, Dir/RS&S, Dir/Op  
(iii) PD/Kanpur and PD/Agra.  
(iv) All HODs and Dy.HoDs.  
(v) All Executives and Non executive employees of UPMRC  
(vi) JGM/IT for uploading on intranet/for mailing to all employees.  
(vii) AM/HR (P&A) and JGM/Finance for further necessary action.

To,  
Director/Finance,  
UPMRC,  
Lucknow.

Sub : Certificate towards re-imbursements claimed during financial year 20\_\_\_\_\_

I, \_\_\_\_\_(Name of the employee),  
Designation \_\_\_\_\_, Emp Id \_\_\_\_\_ have  
incurred the following amount during year 20 - ( from 1<sup>st</sup> April 20\_\_\_\_ to 31<sup>st</sup> March  
20\_\_\_\_) -

S. No.	Subject	Incurred amount	Claimed amount	Remarks (mention the month when amount was not claimed/re-imbursed)
1	Telephone			
2	Transport			
3	TADK			
4	Entertainment			
5	CDA/VA			

2. The above amount has actually been incurred by me towards performing official duties. I have maintained all the original bills/vouchers along with me. I shall produce the same as and when required by UPMRC or any other Government Organisation i.e. Auditor/Income tax/Excise Department etc.

(Signature)

Name of employee:

Designation:

Emp Id:

Station :

# Uttar Pradesh Metro Rail Corporation Ltd.

Subject: reimbursement of Transport facility

## CERTIFICATE

I hereby undertake that I will be using my personal car bearing registration Number \_\_\_\_\_ registered in my name/in name of my spouse for the official purpose in UPMRC. The tentative expenditure towards using my personal car for official duties is Rs. \_\_\_\_\_ (per month). The expenditure has been estimated solely for performing official journeys.

2. That, I shall be responsible for maintaining all the original bills/vouchers and other necessary items towards re-imbursement and shall produce the same as and when required by UPMRC or any other Government Organisation i.e. Auditor/Income tax/Excise Department etc.

3. That, I am well aware of transport re-imbursement rules. In case of receipt of higher amount than the actual expenditure for any period/month, the same shall be intimated to HR branch immediately.

Signature of the Officer:

Name of the Officer:

Designation:

Employee No.:

Place of Posting:

# Uttar Pradesh Metro Rail Corporation Ltd.

Subject: reimbursement of Telephone facility

## CERTIFICATE

I hereby undertake that I am using landline/telephone Number \_\_\_\_\_ at my residence. The tentative expenditure towards using this landline/telephone facility is Rs. \_\_\_\_\_ (per month).

2. That, I shall be responsible for maintaining all the original bills/vouchers and other necessary items towards re-imbursement and shall produce the same as and when required by UPMRC or any other Government Organisation i.e. Auditor/Income tax/Excise Department etc.

3. That, I am well aware of telephone re-imbursement rules. In case of receipt of higher amount than the actual expenditure for any period/month, the same shall be intimated to HR branch immediately.

Signature of the Officer:

Name of the Officer:

Designation:

Employee No.:

Place of Posting:



**Uttar Pradesh Metro Rail Corporation Ltd.****DECLARATION REGARDING TADK**

I, \_\_\_\_\_ working as \_\_\_\_\_ in UPMRC and in receipt of help reimbursement of Rs.8000/- per month hereby confirm and declare that:-

1. I have employed \_\_\_\_\_ as helper for performance of duties as specified by the company and that she/he has not been employed on any other work or duties.
2. The above helper will continue to be employed by me for the period ending 31<sup>ST</sup> March 202
3. I will be paying an amount of Rs.8000/- per month to the above named helper for performance of above duties during the above period.
4. A receipt from the Helper evidencing payment of Rs.8000/- per month to him/her for the above period will be maintained by me and can be produced for verification, when required by UPMRC or any other government organization such as Audit/Income tax/Excise.
5. Any Change or disengagement of the above helper during the above period will be notified by me to the company.
6. In case of overpayment in any month, I shall inform the same immediately to HR branch.

\*Strike out whichever is not applicable.

Signature

Name

Designation

Employee No.

Place of Posting

**UTTER PRADESH METRO RAIL CORPORATION LTD.****Quarterly Claim for Reimbursement of Entertainment of Expenses**

This is to certify that an estimated cost of Rs.            per month is required for entertaining the officials guests of the undersigned.

Estimated Cost required on account of Entertainment to Guests at Office	Amount/Rs.
<b>Total</b>	

I will maintain the relevant papers, bills etc. and same shall be produced as and when required by UPMRC/Audit/Income Tax/Excise department.

In case of over payment, the same shall be informed to HR branch immediately.

\* Strike out which is not applicable.

Signature:

Name:-

Designation:-

Employee No:-

Place of Posting:

Date:-

## UTTAR PRADESH METRO RAIL CORPORATION LIMITED

### UNDERTAKING FOR CDA/VA

I \_\_\_\_\_ Designation \_\_\_\_\_ E.ID. \_\_\_\_\_  
Place of posting \_\_\_\_\_ hereby undertake that I am entitled for CDA  
and VA upto \_\_\_\_\_ (period) for which approval of the Competent  
Authority has already been submitted to HR branch. I am owner of vehicle  
registration No. \_\_\_\_\_.

2. That I shall be responsible for maintaining all the original bills/vouchers and  
other necessary items towards re-imbursement/claim and shall produce the same  
as and when required by UPMRC or any other Organisation i.e Auditor/Income  
tax/excise etc.

3. That, I am well aware of rules of claiming CDA/VA. In case of receipt of  
higher amount than the actual expenditure for any period/month, the same shall  
be intimated to HR Branch immediately.

**Signature of employee :**

**Name of employee**

**Designation**

**Emp Id**

**Place of posting**