

01.09.2020

CIRCULAR ON USAGE OF PERSONAL VEHICLE FOR OFFICIAL WORK

Overview: This circular is applicable from 01.09.2020 to all employees at all levels throughout the Iron Ore Business.

To control expenditure of pool vehicle/ taxi usage the following measures have been enforced with immediate effect. Dedicated service vehicle (to individuals/ HOD.s)/ departmental vehicle stands withdrawn wherever applicable. Employees to make their own arrangements to & from the office to their residence.

No car will be arranged by the Company for a drop for employees working late. However, for Safety reasons women employees may request Administration Department for a vehicle for drop to home after 7:30 p.m. subject to authorization from respective HOD for late working. However, HODs are requested to discourage employees for working after 7:00 p.m.

In case of use of personal vehicle for official work:

The Employee shall be reimbursed the limit of 8.5 Rs./ Km for Four wheeler and 3 Rs./km for two wheeler for use of own car for official work on prior approval from HOD.



Praveen George
Chief Human Resource Officer- IOB

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