

Entitlement as per present Grade, Location and for Current Period.

Name	Pers. Area	Pers. Sub Area	Emp. Group	Emp. Sub Grp	Payment Type	Value	Remarks
Rituraja Singh Rajput	Mouda	Mouda	Executives	E8	Leaves - Nos.	30	SAL
Rituraja Singh Rajput	Mouda	Mouda	Executives	E8	Liveries - Rs.	45,000	LIVERIES- 1 SET
Rituraja Singh Rajput	Mouda	Mouda	Executives	E8	Conveyance-Petrol - Liters	120	LITRES
Rituraja Singh Rajput	Mouda	Mouda	Executives	E8	Conveyance-Fixed - Rs.	3,600	ADDL CONVEYANCE EXP REIMBURS
Rituraja Singh Rajput	Mouda	Mouda	Executives	E8	Communication expenses - Rs.	65,000	
Rituraja Singh Rajput	Mouda	Mouda	Executives	E8	Furniture & Fixture-Res.Office	150,000	AMOUNT

Note-1 :

Liveries amount payable in the current financial year is (Rs.):Nil

This is based on category of the site where the employee has spent the majority of the time during the previous financial year.

For details refer to notes given below.

Reimbursement of Official Communication Expenses to Executives

- The ceiling is towards all communication expenses taken together i.e. Instrument Cost (Mobile, Cordless, Landline, IPad/Tablet (with Sim or Wi-Fi) / Phablets etc.; one or more), call/ data charges, Internet/ Broadband/ Data Card Charges, Wi-Fi devices, router, storage devices, other accessories etc.
- The employee shall have the flexibility to incur the expenditure within his/her ceiling amount on one or more items as given above in any proportion as per his/her choice and claim the reimbursement against bill/s details as per existing system in ESS in a paperless manner.
- Only one claim per quarter can be made. The claim for last quarter of the relevant F.Y can be preferred by 30th June of the next F.Y.
- Employee shall keep the original bills of the relevant F.Y. with him till 30th June of the next F.Y. and shall produce the same, whenever the same are asked from him/her.
- On introduction of the new scheme wef F.Y. 2018-19, both the previous schemes and their amendments (Mobile Instrument Scheme and Monthly Call Charges Scheme) shall cease to exist. Any requests for relaxation in prescribed ceiling limits shall not be entertained.
- Any reimbursements already claimed/made during the current F.Y. shall be accounted under the admissible ceiling amount for F.Y. 2018-19.

REIMBURSEMENT OF EXPENDITURE FOR LOCAL TRAVEL FOR OFFICIAL PURPOSES

- The claim for reimbursement of expenditure for local travel shall be payable from the date of actual utilization of the vehicle, subject to submission of application in ESS by the concerned employee along with all required document as prescribed in the scheme. However, they shall not be able to apply in ESS for the reimbursement from a date, which is prior to three months from the date of application i.e. claims which are older than three months shall not be reimbursed. All other terms & conditions of the scheme shall remain unaltered.
- The competent authority to approve the claims under the scheme shall be HR Executive (E7).
- The above amendments/ revisions shall come into force w.e.f. 01.06.2018.

Uniform to NTPC Employees w.e.f. F.Y. 2017-18 onwards

Eligibility	No. of Sets as notified
<u>Category-I</u> Employees posted at Offices/ Stations	01 (One) Set
<u>Category-II</u> All other Employees posted at Green-field Projects including Hydro Projects (*till completion of at least one phase/stage with declaration of COD, after which the projects will migrate to Category-I), Solar/Wind Sites, North-East Sites, Mining Sites, Projects under Consultancy Assignments, DDUGVY/ Saubhagya Sites	02 (two) Sets

- For deciding the category (I or II) of the employee, the majority period spent at a location during the financial year shall be considered.

*For migration from Category-II to Category-I, the green-field status of projects (Thermal & Hydro Projects) i.e. completion of at least one phase/stage with declaration of COD of all units of the phase/stage, shall be informed to Fin.-ERP by PP&M and Commercial Deptts.in the month of the completion of the phase/stage.

- The uniform and other liveries items as notified in the past shall remain the same for standardization and uniformity. All employees will be required to come to office in prescribed uniform only.
- In order to optimize the procurement time and other related issues, it has also been decided that the employees may procure the prescribed uniform on their own within the prescribed ceilings and get the reimbursement for the same on certification basis through ESS after the end of the relevant Financial Year.

Scheme for Reimbursement of Expenses incurred on Furniture and Fixtures at Residence of Executives for Official Work

1.0 OBJECTIVE:

The scheme for Reimbursement of Expenses incurred on Furniture and Fixtures at Residence of Executives (up to E7 level) for Official Work scheme has been introduced for setting up residential office at their residence to meet the official requirement. The items so provided will be assets of NTPC Ltd.

2.0 ELIGIBILITY:

All executives (excluding ETs) on the rolls of NTPC Ltd. from E0 to E7 level.

3.0 GRADE WISE CEILING (INCLUSIVE OF TAXES):

AS PER ELIGIBILITY DISPLAYED

4.0 TERMS & CONDITIONS:

- 4.1** Subsequent to introduction of Scheme for Reimbursement of Expenses incurred on Furniture and Fixtures at Residence of Executives (up to E7 level) for Official Work, the scheme for sanction of advance for purchase of Furniture / Household items has been dispensed with for executives.
- 4.2** ~~The executives who have availed the advance for purchase of Furniture / Household items and their advance is still outstanding till date, may be allowed to claim under the new scheme only after they return the outstanding balance for Furniture / Household items advance. They shall be allowed to return the total advance drawn in one single instalment or reduced no. of instalments through salary / cheque payment. (Clause done away with effective 15.01.2019)~~
- 4.3** Eligible executives shall be permitted to buy Furniture, Fixtures and Household items mentioned in list of permissible items. The list of permissible items is given at **Annexure-A**. Executive Director (HR) shall be the Competent Authority for any inclusion / exclusion from the list.
- 4.4** The furniture, fixture and household items purchased by the executive shall form the part of Company Asset till its buyback and shall be entered in Stores Assets Inventory / ESS before reimbursement.

- 4.5 The employee shall purchase the item in the name of the Company. The Invoice should indicate the Company Name “NTPC Ltd.”, including Employee Name & Address.
- 4.6 Minimum value of any item to be purchased shall be Rs. 1000/- (Rupees One Thousand). The purchase of items under this scheme should only be from GST registered dealer.
- 4.7 The item should be purchased through preferably digital mode or cheque.
- 4.8 The capital items of furniture, fixtures & household goods under this scheme shall be centrally capitalized in book of accounts of NTPC and depreciated as per provisions of the Companies Act-2013 (as amended from time to time).
- 4.9 Income Tax on perquisites as applicable shall be borne by the Employees.
- 4.10 Executives have to compulsorily buyback all items procured under the scheme on completion of five years / superannuation at uniform rate of 10% of cost of the item. The same shall be recovered in one single instalment. GST, if any, for buyback transaction shall be borne by the employee.
- 4.11 After expiry of five years from the date of claim of item in ESS the eligible amount shall be recouped upto the grade wise ceiling amount subject to compulsory buy back of the item.
- 4.12 The buy back value in different cases of separation shall be as under -

Separation Reason	Buy Back Value
Death during service	Nil
Superannuation / Pre-mature Retirement	10% of Purchase Value
Resignation / VRS / Termination / Any other reason	Written Down Value of the assets prevailing at the end of the month of release from the organization or 10% of the cost of the item, whichever is higher

- 4.13 The individual executive shall be responsible for security of furniture, fixtures and household items. In case any of these items is lost / damaged, individual executive has to replace the same on his/her own, for which no additional reimbursement will be made.
- 4.14 In case of promotion to the next higher grade the employee shall be entitled for the differential amount.
- 4.15 ~~The Scheme for Reimbursement of Expenses incurred on Furniture and Fixtures for Residential Office shall not be applicable to employees staying in company provided bachelor accommodation at place of posting and also availing facility of Company Lease / Spl. HRA at a place other than place of posting for retaining their family.(Clause done away with effective 15.01.2019)~~

5.0 PROCEDURE:

The eligible executive shall apply the claim in ESS subsequent to purchase of items. The employee has to upload the self attested scanned copy of the original invoice and retain the original upto the end of next financial year. The bills should be preferably of the same financial year. However, the bills of previous financial year can be claimed only till 30th June of the next financial year.

6.0 GENERAL:

- 6.1** The items purchased under this scheme will be the property of the Company till its buy back by the executive.
- 6.2** The company reserves the right to verify the furniture, fixture and household items as and when deemed fit.
- 6.3** The items purchased under the scheme will remain with the executive in the event of transfer also.
- 6.4** The Company reserves the right to modify, cancel, add or amend any of these rules.

Furniture and Fixture for Residential Office of Executives

LIST OF ITEMS PERMITTED UNDER THE SCHEME FOR PROVIDING FURNITURE, FIXTURES & HOUSEHOLD GOODS AT RESIDENCE OF EXECUTIVES.

Category	Item Type	Item Description
A	Furniture Items	<p> Sofa Set (with / without Recliners) Center Table / Peg Table / Writing Table Almirahs Showcase/Side Board/Side Rack Dining Table Dining Chairs Computer Table/Study Table Computer Chair/Arm/Easy Chair/Visitor Chair Bed Diwans Side Tables/ Book Shelf TV Cabinet Drawing Room Cabinet/ Cupboard / Almirah Shoe Rack Table Lamp </p>
B	Electrical / Electronics / Other Capital Items	<p> Refrigerator Washing Machine Table/Pedestal/Ceiling/Exhaust Fan Deep Freezer Water Purifier/ Tea / Coffee Dispensing Machine Dessert Cooler Air Conditioner with stablizer T.V. / LCD Projector Vacuum Cleaner Dish Washer Microwave Oven Inverter with Battery/Home UPS/Generator Audio/Video System/ CD Player / DVD Player Camera Digital/Camera/Video Camera Printer/Scanner Geyser/Water Heater Room Heater/Blower Coffee Maker/Electic Kettle/Toaster Air Purifier Air Fryer Tablet/ Music Pod / Phablet / E-book Reader Fitness Equipment </p>
C	Equipment using renewable sources of energy	<p> Domestic Solar Thermal Water Heater Solar Cooker </p>