



<b>TRAVEL POLICY</b>	<b>TOTAL PAGES : 3</b>
Date of Policy Document Proposed: 10/02/2022	Effective Date of Policy: 08/01/2024
Supersedes Service Rules Document Dated: 10/06/1968	Approved By: Director General, Vice-Chairman, Chairman & CoA

### **13. TRAVEL POLICY**

**13.1 Objective:** The policy endeavors to provide its employees a comfortable travel while on Council's business.

- a. **Overseas Travel:** All overseas travel will be governed by the MDA scheme revised guidelines effective from 1<sup>st</sup> April 2006. Overseas travel policy in force at the time of travel as per the Government of India policy.

**Note: Any deviations as per the approval of Director General. Domestic Travel**

- i. To lay down guidelines for all employees in CHEMEXCIL so as to claim expenses incurred on local travel undertaken on account of official outdoor duties.
- ii. This policy envisages that employees required to incur such expenses will apply reasonable discretion, keeping the guidelines of this policy in mind all the times.
- b. **Applicability:** This domestic travel policy shall be applicable to all the employees including trainees, required to undertake business travel in India.
- c. **Classification of cities:** For the purpose of expenses to be reimbursed for domestic business travel, following classification of cities will be applicable.

Class	Cities
A	Mumbai, Delhi & NCR, Kolkata, Bangalore, Chennai and Hyderabad, Ahmedabad.
B	All States and UTs* Capital other than those in Class "A", Pune, Surat.
C	Other Cities / Towns not covered under "A" & "B" categories

- ❖ UTS are Andaman & Nicobar Islands, Chandigarh, Dadra & Nagar Haveli, Daman & Diu, Lakshadweep, and Pondicherry
- ❖ All travel has to be undertaken only after department/functional heads approval or as the case may be. A minimum of 3 working days should be provided for completion of all relevant approval processes.

**PS: Any deviations in the above shall be subject to the approval of Director General**

**13.2 Director Travel Rules:**

- i. **Prior approval** – All Travel shall be undertaken after written prior approval from the DG. For Air travel of any employee, prior approval of DG is must.
- ii. **Travel bookings** – All the travel related transactions (bookings, cancellations etc.) should be routed through the Travel/Administration Department. All travel requisitions have to be made in the prescribed format. All such information should be given to the Travel/Administration Department before 3 working days (minimum) from the date of travel & 10 working days in case of international travel so the necessary arrangements can be made as regards to travel.
- iii. The tickets are normally purchased by CHEMEXCIL through the appointed Travel Agent. However, if an employee purchases the Tickets, to claim reimbursement, the used ticket stub/boarding pass or a photocopy of the ticket needs to be attached with the Expense Statement Form. Tickets booked personally must be cheaper than the rate provided by the Council appointed travel agent.
- iv. Cancellation of tickets– In case of last-minute cancellation of plans by an employee, it is the responsibility of the employee to cancel the tickets and submit the refund to Accounts & Finance at the earliest. Employee will bear the cost of cancellation in case of cancellation due to his / her own reasons.
- v. **Travel advance\*\*** – Employees may avail travel advance for the proposed travel from accounts & finance department, for which travel requisition form should be submitted before, 3 working days (minimum) from the date of travel & 10 working days in case of international travel.
  - i. Any unused air / train / bus tickets are to be surrendered to the CHEMEXCIL immediately on return, for obtaining a refund.
  - ii. Any deviation from the Council norms has to be highlighted in the Travel Requisition Form.
  - iii. Reimbursement of travel expenses – On return from travel, the expenses incurred should be filled in the Travel Expense statement and submitted within a week of arrival or before the commencement of the next visit whichever earlier.
  - iv. Till the submission of Travel expense form along with the supporting documents the Accounts & Finance Department will hold the cost of the tickets, as an “advance” against the employee’s name.
- vi. **Travel advance amount**

Sr. No.	Travel days	M1 to M3	M4 to M6	Other Grades
1	Travel for a day.	5000	5000	3000
2	Travel for more than a day but up to 3 days only.	10000	7000	6000
3	Travel for 4 days but up to a week	15000	10000	8000

- i. Employees can use their credit cards for settling certain bills and can claim the permitted reimbursements by submitting the travel expense forms.
- ii. For advances above the limit mentioned the employee would have to state the reason and get it approved from the Director General for cash.



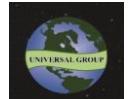


**vii. Expenses incurred to be reimbursed during Travel**

- i. **Entertainment Expenses:** Expenses incurred for entertaining member over breakfast, lunch or dinner or taxi Ministry officials/ acquaintances for official purposes would be reimbursed on approval from the Director General.
- ii. **Medical Expenses:** All actual medical expenses incurred during the domestic travel period in case of sudden illness will be reimbursed on production of vouchers and bills.
- iii. In case the member uses credit cards to settle his / her bills during travel, CHEMEXCIL shall make payments against the charge slips enclosed with the Travel Statement Form. Interest charges / Service charges levied by the credit card organizations arising out of delay in making payments etc. will not get reimbursed i.e. it will be borne by the employee.

**viii. Expenses incurred not to be reimbursed during Travel Lodging & Boarding**

- i. The Travel / administration department will negotiate corporate rates with hotels at various locations and notify the same.
- ii. In case of availability of hotels with negotiated rates at a location, the employees are expected to stay in the same hotel.
- iii. In the absence of a notified hotel at a location, employees can choose to stay in a hotel as per their entitlements keeping the travel/ administration department informed about the same.
- iv. It is understood that employee should be able to demonstrate cost consciousness and negotiate the best rates.





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### 14.LOCAL CONVEYANCE POLICY

#### 14.1 Objective:

- d. To lay down guidelines for all employees in CHEMEXCIL so as to claim expenses incurred on local travel undertaken on account of official outdoor duties.
- e. This policy envisages that employees required to incur such expenses will apply reasonable discretion, keeping the guidelines of this policy in mind at all the times.

14.2 Applicability: All employees

#### 14.3 Entitlement

##### a. Use of personal vehicle for Council's work:

In case of the use of personal vehicle for the Council's purpose (with prior approval from reporting superior) expenses incurred shall be reimbursed as follows:



Sr. No.	Vehicle / Two Wheeler	Rate of claim
1	Use of personal / office four wheelers for official visits only for M1 to M3	Rs.8 per km
2	Use of personal / office two wheelers for official visits within city other Grades	Rs. 4 per km

- i. The employees may use their personal vehicles on prior approval from the HOD/ Director General.
- ii. This rate includes the fuel expenses and maintenance charges.
- iii. Parking charges shall be reimbursed against presentation of parking tickets only.
- iv. All cases, where a car has to be hired, it needs to be booked through the travel/administration department, who will make the required arrangements it needs to be pre-approved by Director General/HOD.
- v. Where travel is not by personal vehicle, employees should use the most economical means of public transport.
- vi. Where travel is by auto rickshaw, taxi or public transport, one may go to a maximum limit of 60 kms (one way).
- vii. Under this policy, no claim should be made for travel from home to office or back. This also applies to employees claiming fuel benefit for Council owned vehicles.
- viii. If there are any other genuine/ bonafide expenses incurred by the employee, such claims may be authorized by the Functional Head on a suitable written explanation being given by the employee, for the same.
- ix. If an employee (including all grades) travelling outstation during weekdays for any business purpose has to report to office for half day or else min. 4 hrs in a day.

**b. Conditions:**

- i. If the travel time starts from 5 pm onwards.
- ii. On return boarding pass or travel tickets to be submitted to HR / Admin.

**c. Procedure**

- i. All claims should be authorized by the ED. It shall be the responsibility of the employee, the immediate supervisor and the HOD to verify the correctness the claim.
- ii. Claims for reimbursement must be made through Cash Vouchers.
- iii. Once approved by the ED accounts will clear the claims within 3 working days.

**d. Local Conveyance Reimbursement:**

The conveyance expenses incurred by the employees who travel within the city on official duty will be reimbursed by CHEMEXCIL

**Authorized Mode of transport:**

Sr. No.	Grade	Mode of Transport	Amount (in Rs.) permonth
1	M1 to M4	Taxi	On actuals (with receipts)
2	M5 to M9	Auto Rickshaw, Local Train- Ist class, Taxi (in specific areas where Auto Rikshaw does not operate)	On actuals (with receipts) Without Receipt- With approval of HoD
3	E1 to E3	Bus, Local Train – IIInd class	On actuals (with receipts)



<b>EMPLOYEE WELFARE POLICY</b>	<b>TOTAL PAGES: 1</b>
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## **15. EMPLOYEE WELFARE POLICY**

**15.1 Objective:** Employees need to be engaged while at work breaking the monotony of regular work. These activities are to be conducted to improve overall harmony amongst employees as well as improve productivity and positivity in the Council.

**15.2 Birthday Celebration:** On every 4<sup>th</sup> Friday of the month, CHEMEXCIL will celebrate all employee's birthday falling in that respective month.



**15.3 CHEMEXCIL Day:** Get-together of the employees

**15.4 Annual Picnic:** Once in a year the employees have to be taken out for an annual picnic.

**15.5 Open Sessions:** Town Hall Meetings / Suggestion Scheme

On a predefined date periodically, Town Hall Meetings will be held at each location. The Director General will chair the session at Head office and the Regional Director / Regional HOD will chair the session at Regional Offices.

### **Objective**

The session's objective is to enable each employee to seek any clarification or information and provide any suggestion or discuss any matter felt important related to business, work environment at the Council.

It also serves as a platform to enable the management to communicate various aspects of the business plans & policies to the employees.

The session will be minuted and the minutes sent to the Director General.

### **Suggestion Scheme**

A 'Suggestion Box' will be kept in a conspicuous place in each of the CHEMEXCIL offices, wherein the employees will drop their suggestions. These suggestions will be reviewed by the HR Department periodically.

## **15.6 Policy for systematic Career Progression of employees:**

Applicable to all confirmed employees of the Council.

The philosophy of Chemexcil is to ensure growth of employees with growth of the Council. Towards this, as a part of the Performance Management System, the Council has in place a detailed career path for every position on the organisation structure and thus has adopted a three way career progression ensuring multiple growth opportunities to all deserving employees during their tenure with the Council. It should be noted that the career progression of employees is based on merit and the Council



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will take into consideration good performance, good conduct, aptitude and competence (job knowledge, skills and attitude) required to be eligible for elevation / promotion.

The three way career progression will be as:

- i. Vertical career growth
  - ii. Horizontal career growth
  - iii. Lateral career growth
- i. **Vertical Career growth:** Vertical means when an employee is promoted to the next level in hierarchy of his / her function/ department. This is also referred as 'Career Enrichment'. The other approach to vertical career growth is by way of Up-gradation to the upper grade.
- ii. **Horizontal Career growth:** Horizontal means when an employee is provided an additional department to manage along with his / her existing department as a Promotion. This is also referred as 'Career Enlargement'.
- iii. **Lateral Career growth:** Lateral career growth means when an employee is Promoted for excellent performance in his existing department and post promotion is given the responsibility of another department / function to strengthen the other department. This is also referred as 'Career Enhancement' and is a typical way of transferring appropriate talent to address a critical gap in the Council's efficient functioning. Employees who are considered for Lateral Career growth are popularly known as "Commandos". Such employees are further considered to be on fast track career growth and preferred for Strategic positions like HOD or Director General of the Council.

 The Council makes it clear that promotion is not a right but a privilege and the same is not time bound. The pre requisites for career growth is as follows:

- a) Minimum qualification: Graduation in any field (Science graduates are preferred however, if not available then Arts & Commerce can be considered).
  -  For senior positions, (Manager upto Director General), the minimum qualification will be post graduation in any discipline.
  - b) Consistent rating of minimum 4 (outstanding performance) in the previous three appraisal cycle.
  - c) The career progression will be a dependent on the annual performance appraisal process outcomes.
  - d) Employees are encouraged to update their knowledge and skills through and training programs sponsored by the Council.
  - e) The Council will always prefer to consider internal talent for new and existing vacancies arising in the Council from time to time, however in situations where the internal talent is not found to be appropriate in terms of competence, the Council will be forced to acquire talent from outside the Council.
  - f) In case of a situation where there are multiple aspirants for a particular position, the Council will set up an 'Assessment Centre' to assess the right candidate by employing various tools to decide on Promotions or Up-gradations.
  - g) Promotions and Up-gradations will be processed by the HR department, recommended with justification by the Director General and finally approved by the Chairman & Vice Chairman of the Council.