

Allowance Terms and Conditions

1. Introduction

These terms govern the allowances provided by the company. Employees must adhere to company policies when claiming any allowance.

2. Types of Allowances

- **House Rent Allowance (HRA):** Provided for rented accommodations.
- **Dearness Allowance (DA):** Adjusted against inflation.
- **Travel Allowance (TA):** Covers work-related travel expenses.
- **Medical Allowance:** Reimbursement for medical expenses.
- **Conveyance Allowance:** For daily commuting expenses.
- **Performance Bonus:** Based on employee performance.
- **Overtime Allowance:** For extra working hours.
- **Food Allowance:** For meals during working hours.
- **Education Allowance:** Covers professional learning expenses.
- **Special Allowance:** Other company-specified allowances.
- **Entertainment Allowance:** For business-related entertainment expenses.
- **Communication Allowance:** Covers phone/internet expenses.
- **Internet Allowance:** For remote work internet costs.
- **Shift Allowance:** For employees working in shifts.
- **Leave Travel Allowance (LTA):** Covers travel during leave.
- **Uniform Allowance:** For company dress code.
- **Child Education Allowance:** For employee dependents' education.

3. Eligibility & Claim Process

- Employees must submit valid documents for reimbursement.
- Claims should be filed within the specified time.
- Approval is subject to company discretion.

4. General Conditions

- The company reserves the right to modify allowances at any time.
- Misuse or false claims may lead to disciplinary action.

For detailed information, please contact HR.