

Sub.: Maintenance charges of vehicles & conveyance.

Several employees now own cars and have requested for maintenance charges for the same. Accordingly maintenance cost of 2 wheelers and 4 wheelers will be reimbursed to the employees as follows:

- 2 wheelers - 75% of maintenance cost once every 3 months with a cap of Rs. 1,350/-
- 4 wheelers - 50% of maintenance cost once every 4 months with a cap of Rs. 2,000/-

Employees are encouraged to regularly service their vehicles in order to ensure safety, better mileage and lower emissions. Reimbursement shall be given only on production of bill from an authorized service centre approved by the manufacturer of the vehicle. The reimbursement of maintenance cost will lapse and cannot be accumulated. This is to ensure that employee vehicles are regularly serviced.

Period for claim of maintenance/ service charges shall be January to April, May to August & September to December.

Reimbursement shall only be made for consumables like oil, fluids, bushes, gaskets, plugs, tyres, bearings, service charges, etc., but not for denting, painting, replacing covers and other such cosmetic changes.

The revised conveyance that shall be paid for 2 wheelers and 4 wheelers from 1.08.20 shall be as given under. Admin to revise these rates once in a quarter.

- 2 wheelers: Price of petrol per liter / mileage = above Rs. 83.49 / 50 kms = Rs. 1.67/- per km.
- 4 wheelers: Price of petrol per liter / mileage = Rs. 83.49 / 15 kms x 60% = Rs. 3.34/- per km.

To encourage employees to shift from scooters to motorbikes, enhanced conveyance for scooters shall no longer be paid. To discourage employee from using cars, conveyance shall be paid at the rate of 60% of actual cost.

The conveyance shall be increased or decreased periodically with the change in price of petrol as per the above formula. Sales executives shall not be eligible for conveyance.

Conveyance shall not be paid for commute from home to office / site. However, staff living beyond 15 kms from their place of work shall be paid conveyance on a monthly basis as per above rate, subject to a cap of Rs. 1,200/- per month.

Soham Modi.