

Policy: TA/DA Claims by Bike/Car reading

PL No – 37

Issued On – 3/12/2020

Applicability – All Employees on Company Roll

Total Number of Pages – 1

It was discovered that in case of some staff their travel Kms were found to be beyond reasonable limits, upon finding out with them it was established that the readings of their meters were not matching with the log books they had, some even said that the meters are not working.

Hence it is made as policy that from now on no claims will be processed for those driving bike/car for company's business without giving daily proofs of meter readings at the beginning of their departure & at the end of their journey.

* This excludes travel which is done in Non-Routine such as by HOD's.

ok Approved

Written By
Head – HR



Approved

Approved By
Management