

7. PERQUISITES AND BENEFITS

7.1. LOCAL CONVEYANCE

Expenses incurred on local conveyance for all official travel undertaken as per the work requirements will be reimbursed by the Company.

Employees are expected to utilize the most economical option available while selecting a mode of transport for Local Conveyance:

i. **Approving authority:** Approving authority will be the concerned Branch Head.

ii. **Mode of Travel:**

The Company will reimburse expenses incurred on local conveyance for all official travel undertaken as per following options:

OPTION 1: Personal vehicle

OPTION 2: Cab or TSR hiring

Note: Employees availing car lease facility from the official travel agency of the Company or using Company car are not entitled to any of the above options for local travel.

iii. **Cab hiring options:**

Grade	Rented car option
CEO&MD	As per requirement
VP and above	Tata Indigo/ Maruti Esteem/ Honda City/Maruti SX4
GM and below	Tata Indica and similar cars

iv. **Reimbursement limits:** For employees using Option 1, the reimbursement limits are as follows:

Four-wheeler	@ Rs.10 per km
Two-wheeler	@ Rs.4.00 per km

v. Employees are required to apply for local conveyance reimbursement, duly approved by their Branch Head. However, in case of Option 2, the bill and duty slip (open & closing meter, time and place of release) would also be required to be submitted for reimbursement.

7.2. MARRIAGE CELEBRATION POLICY

NICDC recognizes the happiness and joy that married life brings to its employees and provides gifts (financial/ non-financial) to the employees at the time of their marriage.

7.2.1. Eligibility

All employees of NICDC.

7.2.2. Entitlement

- Employees who get married would be eligible for a marriage gift/gift cheque of Rs.5000/-.
- Each individual getting married to coordinate with immediate Superior/ Finance to avail the Marriage Gift. The employee may add on the gift amount to upgrade its value/ item cost.

7.3. LEAVE TRAVEL CONCESSION

7.3.1. Eligibility

7.3.1.1. All regular employees of the Company who have completed one year of regular service, excluding the training/ probation period, if any, in the Company on the date of commencement of outward journey are eligible for availing LTC.

7.3.1.2. Dependent parents of bachelor employees posted at site, who are not staying at the site with the employee, may avail LTC from their place of residence of the parents to the place of posting of the employee with the approval of the competent authority. This will be subject to the condition that reimbursement of expenses on LTC for 'Hometown' would be based on fare by shortest distance and for 'Other place' it would be restricted to fare as per entitled mode & class of travel. The same facility, as above is also admissible to spouse and dependent children of the employee who may be staying or studying at places other than the place of posting (site) of the employee.

7.3.1.3. 'Dependency of Parents' is subject to the condition that they are residing with (except in the case of bachelor employees posted at project sites) the employee or with the family of the employee and the monthly income of both parents taken together from all sources does not exceed Rs.5000/- p.m. and the parents are not in receipt of this facility from elsewhere.

7.3.1.4. Step-parents are not considered as dependents for this facility.

7.3.1.5. Children, including step children and legally adopted two children, till the age of 25 years or till their marriage, whichever is earlier, are eligible for LTC, subject to the following:

- Children who are employed otherwise than on part-time/ daily rated/ casual basis cease to be dependent on the employee.
- Children who are in part-time/ daily rated/ casual employment are Considered as dependents only if their monthly income from such employment does not exceed Rs.5000/- p.m.
- Daughters above 25 years of age if unmarried and otherwise dependent on the employee can be treated as dependent with the approval of the concerned HR Department.
- Children above 25 years of age if unmarried and pursuing studies on full time basis will be treated as dependents with the approval of the concerned HR Department.

7.3.2. Nature and Extent of Concession

7.3.2.1. LTC ONCE IN A BLOCK OF TWO YEARS

Admissible to employee and each eligible members of the family once in a block of two years for travel by the shortest distance from Headquarters (unless otherwise specifically permitted) to the Home Town within India declared at the time of joining the Company.

7.3.2.2. LTC ONCE IN A BLOCK OF FOUR YEARS

Admissible to the employee and family once in a block of four years for travel by the shortest distance to anywhere in India.

7.3.2.3. 'Block of four years': The first 'Block of four years' a after commencement of these rules will be the period 2016-2019. The subsequent blocks of four years will be reckoned accordingly.

7.3.2.4. 'Block of two years': The first 'Block of two years' after commencement of these rules will be the period 2016-2017. The subsequent blocks of two years will be reckoned accordingly.

7.3.2.5. Other Conditions: An employee will not be entitled to avail LTC for a block of two years in the 2-year block year in which he avails LTC for the 4-year block year. Thus, in a block of 4 years, every employee will be entitled to avail one LTC for visiting home town and one LTC for travel to anywhere in India. In other words,

an employee will be entitled to avail either home town LTC or all-India LTC in a block of 2 years.

7.3.2.6. LTC To Employee in Lieu of Family

In case family is residing away from the employee's place of posting, the employee is eligible for LTC once in a calendar year to the home town in lieu of the family for a block of two years.

7.3.3. Entitlement of Mode of Travel & Class of Travel

The employees will be entitled to travel by the same mode of travel and by the same class for which they are entitled to travel while on tour for Company work (for details in this regard, refer to Chapter 10). However, air travel will be allowed only in economy class.

7.3.4. Computation of Fare

The amount of LTC re-imbusement is calculated on the basis of actual fares for employee and each entitled family member for whom full rates are payable and at applicable concessional rates for children & senior citizens as provided for by Railways/ National Carriers from time to time.

Reservation charges, Superfast charges, Safety charges etc. charged by the Railways for booking tickets are admissible. Cancellation charges are also admissible where LTC is not availed by the employee due to official reasons in support of which a certificate by the CEO&MD will be necessary.

7.3.5. Carry Forward of LTC

- i. An employee/ member of family who are unable to avail LTC in a block of two years may carry' forward the entitlement to the next block of two years.
- ii. An employee/ member of family who are unable to avail LTC in a block of four years may carry forward the entitlement to the first year of the next block of four years.
- iii. For the purpose of carry forward of LTC, each member of the family will be treated as an independent unit and may avail the facility of carry forward independent of other members. Where part of the journey falls in the first calendar year of the next block, the concession will be counted against the block year in which the outward journey commenced.

7.3.6. Drawal of Advance & Settlement of Claims

- i. Advance for performance of LTC journey is limited to 90% of the fare by entitled mode and class.

ii. The grant of LTC advance is subject to the following conditions:

- Advance may be granted 120 days before the commencement of the outward journey or actual date of reservation/ purchase of tickets, whichever is later.
- If the LTC advance is not utilized within 7 days, the same should be refunded in cash immediately.
- Bills in adjustment of advance drawn for the leave travel concession should be submitted within two weeks of completion of journey/ resuming duty, whichever is later. The employee should refund any unutilized balance of the advance to the Company in cash immediately and details of refund, including receipt number and date, should be furnished on the LTC claim.
- In case no advance has been drawn, the LTC claim should be submitted within one month from the date of completion of return journey.
- Claims for reimbursement will be admitted only on completion of return journey. The return journey should be completed within three months from the commencement of outward journey.
- In case of LTC journey to places abroad, re-imbursement of the eligible fare amount will be made in Indian Rupees only.

7.4. LEAVE TRAVEL ASSISTANCE (LTA)

7.4.1. COVERAGE/ELIGIBILITY CRITERIA

The employees who are eligible for Leave Travel Concession will have the option to avail LTA. Interested employees will have to give their option for availing LTA to HR Department in the prescribed proforma by the 15th January of the first calendar year of the Block Year.

7.4.2. AMOUNT ADMISSIBLE

Every employee will be allowed LTA facility at a fixed rate of 3% of the salary per month.

7.5. REIMBURSEMENT FOR MOBILE AND INTERNET USAGE

In the exigencies of work, employees need to make local and STD calls for official work from their personal phones and also need to use internet for surfing or sending/ receiving emails outside office hours. Fixed reimbursement at the following rates will be provided to employees for landline/ cell phone/ internet connectivity and usage:

GRADE	Fixed amount of reimbursement p.m.
CEO&MD	Actual
GM and above	Rs.4000/-
Senior Manager to DGM	Rs.2000/-
Below Senior Manager	Rs. 1000/-

7.6. FACILITY OF MOBILE PHONE INSTRUMENT BY THE COMPANY

The Company may provide mobile phone instrument to employees strictly on need-based justification subject to the following limits:

GRADE	Fixed amount of reimbursement p.m.
CEO&MD	At actuals, based on functional requirements
GM and above	Rs.20,000/-
Senior Manager to DGM	Rs.12,000/-
Below Senior Manager	Rs. 10,000/-

Provided that no new instrument will be issued to an employee until expiry of 3 years from the date of issue of an instrument. Also, subject to the overall limit as above, the employee will contribute 20% of cost of the instrument at the time of reissue after 3 years.