

Reimbursement of Local Conveyance to Workmen for Official Duty

1. Petrol limit per month for use of own vehicle by Workmen for official duty:

Type of Vehicle	Cadre	Litres of Petrol Per Month
Two Wheeler	Special Assistant	25
Two Wheeler	Clerical	19
Two Wheeler	Subordinate Staff including PTS (on Pro-Rata Basis)	12

2. Reimbursement of monthly lump-sum amount for use of own Electric Driven Vehicle for official purpose is as under:

2-Wheeler	Special Assistant	Rs.1900
2-Wheeler	Clerical	Rs.1400
2-Wheeler	Subordinate Staff including PTS (on pro rata basis)	Rs.900

3. Monthly consolidated amount reimbursable to workmen for local conveyance on Bank's duty who do not own a vehicle:

Cadre	Limit Per Month
Special Assistant	Rs.800/-
Clerical	Rs.700/
Subordinate Staff including PTS (on Pro-Rata Basis)	Rs.600/

- For CNG Vehicles, the reimbursement shall be the actual cost of liters/KG of CNG as per limits prescribed for petrol/diesel on monthly basis.

OTHER GUIDELINES:

Those employees who do not own a vehicle and claim reimbursement of expenses for travel on duty as monthly consolidated amount would be eligible to opt for monetary/petrol limits after they own a vehicle, subject to the conditions applicable to employees owning vehicles.

An employee who had already exercised option for either of the Schemes i.e. Scheme-A or Scheme-B will not be allowed to change the option unless there is a change in the type of vehicle (from Two-wheeler to Four-wheeler or vice versa) and/or place of posting (from one office to another office in the same city). However, change of office in the same building would not be treated as change in place of posting such as transfer from one HO Division to another in the same building.

The employees must have a vehicle registered in his/her or spouse name and must hold permanent valid driving license in his/her name. Learner license cannot be treated as a valid license for allowing the employee to claim conveyance charges in terms of these provisions.

Physically Disabled Employees (PwD Employees) who own a two wheeler but don't have a driving license in their name and hire driver, may also claim for reimbursement of fuel, subject to the condition that the vehicle is being used for official purpose and the same is driven by hired driver.

Eligible employees may claim reimbursement at the end of each month subject to the prescribed limit. It should be noted that claims within the limit represent actual expenses incurred and should not become a source of profit and practice should not degenerate into an automatic payment of consolidated amount.

It is further clarified that the workmen staff who are claiming reimbursement of expenses as per petrol/Diesel/CNG limits/ Electric Vehicle or on consolidated monthly basis, are not eligible for reimbursement of actual expenses spent on local conveyance. However, those who are not claiming either of the above two will be eligible to claim reimbursement of actual expenses spent on local conveyance, as per their entitlement in terms of extant guidelines.

For reimbursement of conveyance charges on the basis of monthly petrol/diesel/CNG limit, the cost of petrol/diesel/CNG and Mobil oil may be reimbursed, subject to the condition that maximum reimbursement on these accounts should not exceed the cost of entitled literage/KG of petrol/diesel/CNG in different areas.

Newly recruited SWO-As/Sub staff may avail this facility after 1 year from date of joining in Bank.

The newly promoted SWO-A from Sub staff may avail this facility from date of promotion in Clerical Cadre.

Reimbursement of Petrol /Diesel/CNG/Electric Vehicle/Fixed Conveyance expenses is done in the subsequent month to which the expenditure relates e.g. for August month the reimbursement is made in the month of September, except for the quarter ending months i.e. June, September, December & March, where reimbursement will be done on the last working day of the month.

The lump-sum reimbursement up to above limits for Electric Vehicles shall be on the basis of declaration submitted by the concerned employees towards pro-rata expenses incurred on running cost of vehicle, through HRMS, after obtaining sanction from the competent authority. TDS shall be applicable as per rules.

The Scheme shall be applicable w.e.f. 01.04.2022. The same shall be reviewed at least once in a year.

CONDITIONS:

1. Competent Authority to authorize use of own vehicle for official work will be Branch Incumbent of respective Branch/Deptt.
2. Journeys undertaken from residence to office and vice versa will not be treated as official.
3. The type of vehicle mentioned above should be treated as minimum eligibility and accordingly reimbursement of monthly petrol limit can be considered if the concerned category of employee do not own a two wheeler but own a four wheeler.

(HRMD Circular Nos. 495/2020 dated 26.03.2020 and 631/2022 dated 21.04.2022)