

Annexure "I"



OUTDOOR DUTY / VEHICAL REQUISITION FORM

Name: _____ Department: _____ Date: _____

DATE	LOCATION TO BE VISITED	NATURE OF THE WORK	TIME OUT	TIME IN	REMARK

VEHICLE	PERSONAL	COMPANY	VEHICLE NUMBER	
OUTWARD KM		INWARD KM	TOTAL KMS	
EMP.GRADE		REIMBURSEMENT AMT.		

SIGNATURE OF EMPLOYEE

SIGNATURE OF SECURITY

DEPARTMENT HEAD

ADMIN

Annexure "II"



LOCAL CONVEYANCE ELIGIBILITY

DESIGNATION GRADE	MODE OF LOCAL CONVEYANCE	MEAL ENTITLEMENT IN INR
C-10 - C-11	A/C Luxury Car - "C" Segment	At actual
C-8 - C-9 18 - 19	A/C Taxi - Semi Luxury	At actual
C-5 - C-7 15 - 17 6-A, 6-B, 7-B	Non Ac Taxi / Auto	At actual upto Rs. 200
C-2 - C-4 10 - 14 4-A, 5-A, 5-B	Auto	At actual upto Rs. 150
Others	Bus / Auto	At actual upto Rs. 100

** "C" SEGMENT - CAR OF VALUE NOT MORE THAN Rs.10 LACS.