

Ref. : DP/1/8/34
Date : 30.4.10

Sub: Reimbursement of Conveyance Running & Maintenance expenses for employees using Scooter/Motor-cycle/Moped for official duties

- 1.0 Non-officer employees who have specifically been allowed to maintain a two-wheeler for official purposes on mileage rate basis to perform outside duties (as for example Chargemen / ROM personnel) and are not claiming fixed amount of reimbursement towards running and maintenance expenses for scooter/motor-cycle/moped, shall be eligible to claim reimbursement of expenses on revised per km. rate, as under :

Mode of conveyance	Existing rate (Rs./km.)	Revised rate (Rs./Km.) (w.e.f. 1.4.10)
Scooter/Motor-Cycle	2.55	2.66
Moped	1.37	1.43

- 2.0 Similarly for Officers, who are allowed to maintain two-wheeler for official purposes on mileage rate basis and are not claiming fixed amount of reimbursement towards conveyance maintenance expenses, shall be entitled to the revised rate as mentioned in the above Table.
- 3.0 All other terms and conditions on the subject will remain unchanged.

(Satish Kumar)
ED(HR)