

Administration of Fringe Benefits

(APPENDIX TO CLAUSE 7)

Sl. No.	<u>Particulars</u>	<u>Grade of Employee</u>	<u>Processing Authority</u>	<u>Sanctioning Authority</u>	<u>Remarks</u>
1	House Rent Assessment	All Grades of Officers	RHRD / Admin. Dept [of respective location or HO as the case may be]	Administrative Head of the location / region not below General Manager on the recommendation of the Standing Committee	Standing Committee should comprise of three officers in Grade D and above having relevant background including that from Associated Finance and RHRD / Admin
2	Company-Leased / owned accommodation a) Permission for allotment of accommodation	Officers up to Grade G Grade H & Above	RHRD / Admin. Dept RHRD / Admin. Dept	Administrative Head of the location not below General Manager Reporting officer, viz. ED/Dir/MD [as the case may be]	

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3	b) Leasing of Co. accommodation	Up to Grade G	RHRD / Admin. Dept	Administrative Head of location not below the level of GM.	} Rent assessment to be done by the duly constituted Standing committee.
		Officers in H & above	RHRD / Admin. Dept	Reporting officer, viz. ED/Dir/MD [as the case may be]	
	Sanction of Loans and Advances in accordance with Company policies				
	a) Sundry loan	Upto Grade G	RHRD	GM	Concurrence of Associated Finance and RHRD.
		Grade H & above	RHRD	Controlling Officer	Concurrence of SBU Head of Finance and SBU Head of RHRD.
b) House Building Loan	All Grades		RHRD (to be routed through CHR&C)	Committee consisting of CS/ Head of Legal, ED(HR), GM(F) and concerned ED reporting to MD / Dir	

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c) Car Loans	Officers in Grade B&C D and above	RHRD RHRD	RHRD RHRD	MD ED/ Dir	} With concurrence of ED(HR) and SBU Head of Finance
d) Two-wheeler Loans	All grades	RHRD	RHRD	GM	
e) Second loan before completion of 5years	All Grades of officers	RHRD RHRD	RHRD RHRD	MD Controlling Officer not below rank of GM	} With concurrence of Associated Finance and RHRD.
f) Car/two wheeler repair loan	All Grades of officers	RHRD	RHRD	Controlling Officer not below rank of GM	
g) Salary Advance	All Grades	RHRD	RHRD	Controlling Officer not below Officer Grade D	
h) Medical advance as per Company policy	All Grades	RHRD	RHRD	GM	Based on estimated expenditure provided by Hospitals/ Nursing Homes or CMA.
	Upto Rs.30,000/-	RHRD	RHRD	ED	
	Upto Rs.50,000/-	RHRD	RHRD	Dir	
	Upto Rs.75,000/-	RHRD	RHRD	MD	
	Beyond Rs.75,000/-	RHRD	RHRD	MD	

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4.1	Approval of medical/hospital bills in each case as per company's rules	All Grades			
		Up to Rs.30,000	RHRD	GM	
		Up to Rs.50,000	RHRD	ED	
		Up to Rs.75,000	RHRD	Dir	
		Upto Rs.1,00,000	RHRD	Committee of Director-In-Charge of SBU/Function and D(F)	To be routed through ED(HR)
		Above Rs.1,00,000	RHRD	Committee of Director-In-Charge of SBU/Function, D(F) and MD	To be routed through ED(HR)
4.2	Reimbursement of medical expenses (other than hospitalization) as per company's rules	All Officers upto Grade G	RHRD	Controlling Officer in Grade D & above	
		Grade H & above	RHRD	Self sanctioning	

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5	Purchase of Briefcase	All eligible Officers	RHRD	Controlling Officer in Grade D and above	Within the applicable entitlements
6	Membership fees for approved professional institutes	Officers of all Grades	RHRD	Controlling Officer in Grade D and above	Within the applicable entitlements
7	Furniture & Equipment at residence and home PC as per company rules	All Grades of officers	RHRD	Controlling Officer not below the rank of GM	Within the applicable entitlements
8	Soft furnishings	E and above	RHRD	Controlling officer not below the rank of GM	Within the applicable entitlements
9	Car running expense on annual mileage basis				
	i) To approve limit of entitlement	Grade B&C	RHRD	MD	} With concurrence of concerned Dir and ED[HR].
		Grade D & above	RHRD	Dir	
	ii) Reimbursement of monthly maintenance / running expenses	All grades	RHRD	Controlling officer in Gr. D & above	

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10	Two-wheeler running expense i) To approve limit for entitlement as per applicable Co. rules.	All Grades	RHRD	Controlling officer not below GM	
	ii) Reimbursement of monthly maintenance / running expenses	All Grades	RHRD	Controlling officer in Gr. D & above	
11	i) Sanction for reimbursement of two wheeler running expenses on actual mileage basis	All Grades	RHRD	ED / Dir	To be routed through CHRDC
	ii) Sanction for reimbursement of car running expenses on actual mileage basis	Grade B&C	RHRD	MD	} With concurrence of concerned Dir and ED[HR].
		Grade D & above	RHRD	Dir	
	iii) Reimbursement of maint./ running expenses on actual mileage for car / two wheeler	All Grades	RHRD	Controlling Officer in Grade D and above	
12	Leave encashment	All Grades	RHRD	Controlling officer in Gr. D & above	

Notes

- 1 The Manual of Service Terms, and administrative instructions issued from time to time will govern sanction of allowances/ fringe benefits not included in the DOA.
- 2 This DOA will over-ride any deviation from the above delegations as existing on the date of implementation of this DOA. Any clarification and / or significant contradiction must be referred to MD through ED (HR) for their decision.
- 3 If officer of appropriate status in RHRD/ Admin / A&F is not available in a particular location, then the senior most officer of that department in that location will discharge the responsibility.

CHAPTER IV
SELF SANCTIONING AUTHORITY

1. TRAVEL ABROAD

- 1.1 All travel abroad proposals will need the approval of MD. The concerned GM/HOD shall make a self-contained note containing the proposal for travel abroad detailing therein the purpose of the travel, the approved budget, utilization to date, the costs involved and the likely benefits that may accrue from the proposed travel. This would be submitted to MD through the concerned ED/Director. Any proposal in excess of budget or travels not budgeted should be routed through D(F).
- 1.2 On receipt of MD's approval, travel abroad form authorizing purchase of ticket/release of foreign exchange can be approved by the controlling officer not below the rank of ED.
- 1.3 The travel expense statement, as per rules may be approved by the controlling officer not below the rank of a General Manager.
- 1.4 Directors and EDs reporting to MD will have powers of self authorization as far as expense statements are concerned.

2. TRAVEL - IN- INDIA

- 2.1 Travel – in – India form will need the approval of the controlling officer who is authorized to do so as per the delegation of authority.
- 2.2 Travel Expenditure statements will be approved by the controlling officer in Grade “D” and above. Payment against such traveling expense statements shall be authorized by the Controlling Officer who are authorized to do so as per the delegation of authority .
- 2.3 GMs and above will have the powers of self authorization as far as expense statements are concerned.
- 2.4 Authority for self authorization may be delegated to Locational heads by the MD on a case to case basis.

3. ENTERTAINMENT EXPENSES

- 3.1 Officers allowed entertainment budget may claim the same strictly subject to the overall ceilings prescribed.
- 3.2 Each claim of expenditure is to be approved by the controlling officer.
- 3.3 However GMs and above are authorized to approve their expenses within budget allocation.