



Conveyance Expenses

Schemes for reimbursement of conveyance expenses to officers

The scheme for reimbursement of conveyance expenses to officers was introduced vide Head Office Circular No. SCL 33/84 dated 12.06.1984 for eligible category of officers. The limit of reimbursement has been enhanced from time to time and due to intervention of Federation, is now applicable to all officers. The latest positions are as under.

Scheme 'A' : Monthly reimbursement of conveyance expenses to the officers on lump sum basis who do not own vehicles ;

Lump sum Monthly Reimbursement of conveyance under Scheme 'A'

(CHO/POS/27/2011-12 dt. 08/02/12)

	Category of Officers	Existing Monthly Ceiling (in Rs)	Revised Monthly Ceiling (in Rs) w e f Feb'2012
1 .	All Officers in Scale-IV and above	375/-	1000/-
2 .	All Officers in Scale-III	315/-	800/-
3 .	All Officers in Scale-II	280/-	500/-
4 .	Officers in Scale-I	220/-	400/-

Scheme 'B' :Monthly reimbursement of conveyance expenses **to** officers who **own** vehicle and use the same for greater mobility in the exigencies of the Bank's work within

a) Monthly consolidated monetary ceiling or

b) On the basis of fuel units subject to ceilings stipulated on the basis of respective areas of operations..

(a) Reimbursement of conveyance under Scheme 'B'-Monthly consolidated monetary ceiling

(With effect from Feb, 2012)

Category of Officers	Area of Operation	Monthly monetary ceiling(in Rs)					
		For use of 4 wheelers		For use of 2 wheelers		For use of mopeds	
		Existing limit	Revised Limit	Existing Limit	Revised Limit	Existing limit	Revised limit
Scale-III and above	Metropolitan centers	625/-	1330/-	470/-	1000/-	220/-	470/-
	Area-I	500/-	1060/-	440/-	930/-	200/-	420/-
	Area-II	470/-	1000/-	345/-	730/-	175/-	370/-
	Area-III	375/-	800/-	345/-	730/-	175/-	370/-
Scale-I and Scale-II	Metropolitan centers	500/-	1000/-	405/-	800/-	220/-	440/-
	Area-I	470/-	700/-	375/-	500/-	200/-	260/-
	Area-II	440/-	600/-	280/-	400/-	175/-	250/-
	Area-III	405/-	550/-	280/-	400/-	175/-	250/-

b) Reimbursement to officers who own vehicle subject to monthly Ceiling on fuel units under Scheme B (CHO/POS/11/2010-11 dated 12-08-2010)

(With effect from 1st August, 2010)

i) For use of Cars (Petrol in liters)

Scale of officer/Executive	Metropolitan Cities	Area-I	Area-II	Area-III
Executives in Scale V*	90	85	80	70
Executives in Scale IV*	80	75	70	60
i) Officers in Scale-111	63	58	52	40
ii) Officers in Scale-1/11 who are eligible under the Scheme	46	40	35	35

*With effect from 01-06-2011 to Executives **who are not provided with Bank's vehicle** vide Circular No. CHO/POS/06/2011-12 dated 25-05-2011

ii) For use of Two Wheelers: (Petrol in liters)

For all above categories of officers who use	Metropolitan Cities	Area-1	Area-11	Area-III
i) Two Wheelers other than moped	29	23	17	17
ii) Mopeds	17	14	12	12

General conditions:

1) Reimbursement is for the journey undertaken for Bank's work within the periphery of Headquarters as defined under Regulation 41. Journeys between residences to office and vice-versa shall not be considered as on Bank's duty.

2) For officers who claim reimbursement on the basis of petrol, the monetary ceiling shall be restricted to the cost of related litres of ordinary petrol only. In case of officers, who use superfine or high speed petrol, monetary limit will be computed on the basis of ordinary petrol.

3) For officers using diesel vehicles, reimbursement will be on the basis of actual litres of diesel used subject to fuel ceiling (Ref.CHO/POS/21/90 Dt. 19.4.90)

4) Reimbursement of the cost of lubricants may be considered within the stipulated ceiling. However, such reimbursement will in no case be allowed to exceed 1/40th of the stipulated ceiling in a month.(SCL 50/84 dt.23.8.84)

5) The officers coming under Scheme "B" will have to give an IRREVOCABLE OPTION to avail the reimbursement either on the monthly monetary or on the basis of Monthly Fuel ceiling. (POS/21/90 dt. 19.4.90). Officers can exercise a fresh option where an officer changes from a two wheeler to a four wheeler and vice-versa (CHO/POS/42/87 dt. 29.7.87). They will also have to produce the following documents in the 1st week of January and the 1st week of July every year.

- i) Driving License in their name (for self-driven vehicles)
- ii) Blue book-Owner Registration Book
- iii) Insurance papers of the vehicle
- iv) Road tax Token

6) The vehicle must be kept at the place of working/posting in order to be eligible under Scheme "B". If the officer disposes of the vehicle, he will be eligible under Scheme "A".

7) The unavailed balance of the limit in a calendar month shall lapse. The claim should be submitted not later than the close of the month following. The stipulated monthly limits will be reduced pro-data when the officer is away from his headquarters on bank's work or any kind of leave aggregating to 7 days or more within a calendar month or at a stretch over two calendar months. (AGM-DM Circular no. 18/85 dt. 25.3.1985).

8) Reimbursement at full rate shall be admissible even to in-charges of Extension/Evening Counters functioning only for 2-3 days in a week.

9) Field officers not provided with the Bank's vehicles will be reimbursed the actual Expenses by them and not on monthly consolidated basis under the scheme.

10) Probationary Officers and Officers promoted from Clerical to JM Scale-I will not be eligible for such facility during their probation period, but the officers on inter-scale promotion will be eligible for such reimbursement during the probation.

11) These rules do not apply to an Officer taken on deputation or contract from different institution and to officers deputed as Managers of Gramin Bank's branches.'

12. Reimbursement under Scheme A & B shall be made on the basis of declaration on prescribed format (Annexure -) with documents, as required

2.33.15. Reimbursement to Officers not coming under Scheme A or B: (For journeys undertaken for Bank's work)

a) Road Mileage for use of own vehicle:

Type of vehicle	Reimbursement rate
Four Wheeler Engine capacity of 1000 CC or more	Rs.5.80 per km.
Four Wheeler Engine capacity of less than 1000 CC	Rs.4.60 per km.
Motor cycle and Scooter	Rs.2.60 per km.
Mopeds	Rs.2.00 per km.

b) Road Mileage in case hired vehicles:

Taxi	Cost of 1 litre of petrol for every 3.5 km of distance covered
Three wheeler/Animal driven car/ Cycle Rickshaw/Tonga etc.	Cost of 1 litre of petrol for every 5 km of distance covered

c) Taxis should not be used where rickshaw, auto-rickshaw or any other economical and convenient mode is available.

Sanctioning Authorities

Reimbursement to the officers posted in branches, Zonal Offices, Staff Training Colleges and Head Office will be made by the Branch Head, Zonal Head , AGH/DGM of concerned Department of HO and the Principal of Staff Training College.

Reimbursement of conveyance expenses beyond 8 Km within Head quarter:

Normally an officer is not entitled to receive reimbursement of conveyance expenses for journey undertaken within Head quarters other than the amount payable under present conveyance reimbursement scheme. However, Taxi fare, over and above the conveyance expenses is payable when the officer is required to visit officially beyond 8 KM from his/her place of posting within the periphery of Head quarters .

Conveyance Allowance to blind and orthopedically handicapped officers:

The scheme was introduced at the instance of Government of India vide Circular No. SCL15/82 dated 13-03-82 under which blind and orthopedically handicapped officers with a minimum 40% partial/permanent disability of the upper and the lower (either or both) extremity/deformity **and not eligible under Scheme A or B above**, are paid conveyance allowance at the rate of 5% of Basic pay plus DA subject to a ceiling.

The allowance has been enhanced from time to time and at present in terms of Circular No CHO/PMG/32/2008-09 dated 14-03-2009 the rate of Conveyance Allowance for disabled employees (Blind and Orthopedically Handicapped Employees) has been revised from maximum of **Rs. 200/- to Rs. 400/-** per month. This Conveyance Allowance is payable in addition to the regular transport allowance being paid to all Award Staff in terms of clause 10 BPS dated 27-04-2010.

The revised Conveyance Allowance @ Rs.400/ per month is paid from March, 2009.