

RAIL VIKAS NIGAM LTD.
Corporate Office

No. RVNL/1/1/HR

23.01.2018

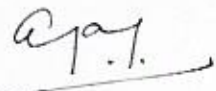
POLICY ORDER NO. 03/2018

Sub:- Revision of the reimbursement limit on entertainment Expenses.

The existing limit for reimbursement limit of expenses incurred by the employees for business development activities, has been reviewed in the meeting of the BOD on 18.12.2017 and it has been decided to enhance the ceiling limit for reimbursement of entertainment expenses with immediate effect as under:-

Grade	Existing reimbursement limits	Revised reimbursement limit
Asstt. Manager /Manager /Sr. Manager	Rs. 1000/-per occasion subject to a maximum of Rs. 12,000/- p.a	Rs. 1500/-per occasion subject to a maximum of Rs. 20,000/- p.a.
DGM/JGM	Rs. 2500/-per occasion subject to a maximum of Rs. 30,000/- p.a.	Rs. 4000/-per occasion subject to a maximum of Rs. 50,000/- p.a.
AGM	Rs. 5000/-per occasion subject to a maximum of Rs. 60,000/- p.a.	Rs. 7,500/-per occasion subject to a maximum of Rs. 90,000/- p.a.
GM	Rs. 7500/-per occasion subject to a maximum of Rs. 90,000/- p.a.	Rs. 10,000/-per occasion subject to a maximum of Rs. 1,20,000/- p.a.
ED/GGM/CPM in GGM level	Rs. 10,000/-per occasion subject to a maximum of Rs. 1, 20,000/- p.a..	Rs. 12,500/-per occasion subject to a maximum of Rs. 1,50,000/- p.a.

The entertainment expenses to the eligible officers will be paid on reimbursement basis only on production of bill as per the entitlement.


(Ajay Kumar)
Executive Director (HR)

Copy to:-
Secy. to CMD (for Kind information of CMD)
DPE, DO, DP, CVO
All Employees in Corporate Office & PIUs (Asstt. Manager & above)
Notice Board