

INDRAPRASTHA POWER GENERATION COMPANY LIMITED &  
PRAGATI POWER CORPORATION LIMITED  
(HR DEPARTMENT)

(Regd. Office: Himadri, Rajghat Power House Office Complex, New Delhi – 110 002)  
Corporate Identity Number (CIN) – U40103DL2001SGC111530  
Website: www.ipgcl-ppcl.gov.in

No.DM(HR)Policy/2019-20/ 37

Dated: 16<sup>th</sup> March, 2020

OFFICE ORDER

The following clarifications are issued with the approval of Competent Authority with regard to procedure of monthly payment of RMC in IPGCL / PPCL:-

- (i) Officer shall be reimbursed expenditure for conveyance and travel on actual basis and monthly reimbursement will be restricted as per policy.
- (ii) The reimbursement will be made on self-declaration basis (enclosed format) and submitted to Miscellaneous section of Finance Department before 10<sup>th</sup> of following month in the format placed opposite.
- (iii) In case any officer fails to submit self-declaration certificate of actual expenses incurred, the payment shall be made with salary as per the New Vehicle Policy and the same will be liable to be taxed as per Income Tax Act.

Encl: As above

*Anil Taneja*  
(Anil Taneja)  
Dy. Manager (HR)  
Policy

Copy for information to:

1. ES to MD
2. Sr. PS / PS to all Directors
3. Sr. PS / PS to Executive Directors / CVO
4. Sr. PS / PS to all GMs / CMO
5. Sr. Manager (IT): For uploading the same in Company Website  
[RMC Payment].
6. Notice Board

*Sr. Pradeep Chandra*

ANNEXURE

**CLAIM FOR MONTHLY RUNNING AND MAINTENANCE COST OF THE VEHICLE  
AS PER NEW VEHICLE POLICY.**

1. NAME OF THE EXECUTIVE :
2. EMPLOYEE NUMBER :
3. DESIGNATION :
4. DEPARTMENT :
5. PLACE OF POSTING :
6. MONTH OF CLAIM :
7. REGISTRATION NUMBER :
8. EXPENDITURE / APPLICABLE RMC :

I have gone through and understood the rules and conditions governing admissibility of Monthly Running & Maintenance Cost as detailed in the scheme. I certify that the maintenance and use of conveyance was in the interest of the Company's work. Reimbursement may be made as per rules / Vehicle Policy.

(Signature of the Officer)

Name: \_\_\_\_\_

E.No. \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

Date \_\_\_\_\_

Miscellaneous Section, Finance, IPGCL / PPCL

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