



ऑयल एण्ड नैचुरल गैस कॉरपोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited,
निगमित नीति विभाग
Corporate Policy Section,
'ग्रीन हिल्स', ग्राउंड फ्लोर ए-विंग, तेल भवन, देहरादून
'Green Hills', Ground Floor, A-Wing, Tel Bhavan, DEHRADUN
Tel No. 0135 – 2792155

No. DDN/CORP-ER/ESTT-POLICY/2020/TA/719592

Date: 15.02.2021

OFFICE ORDER (02/2021)

Subject: Reimbursement of taxi charges for both to-and-fro journey performed during COVID-19 pandemic for employees posted in 14 days ON/OFF duty and Geophysical Field party.

Executive Committee (EC) in its 549th meeting held on 21.01.2021 at New Delhi has accorded approval for reimbursement of taxi charges for double the distance travelled due to COVID-19 pandemic with following modalities:

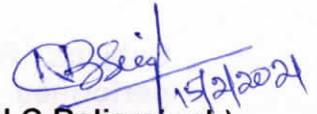
- a) Employees posted in 14 days ON/OFF duty and Geophysical Field party be reimbursed full taxi / shared taxi / auto / other modes charges on production of receipt, for double the actual distance travelled (Residence /Airport/ Railway Station/ Bus/Taxi stand to duty point or vice-versa) **for both to-and-fro journey** (without the restriction of 150 KM) or the actual travel cost, whichever is less at the applicable rate.

Example 1: An employee at E-1 & above level who has paid say ₹6200.00 for onward journey in full taxi travelling a distance of say 200 km. The amount to be reimbursed shall be $200\text{kms} \times 2 \times ₹16 = ₹6400.00$, restricted to ₹6200.00.

Example 2: An employee at below E-1 level who has paid say ₹ 6500.00 for return journey in full taxi travelling a distance of say 200 km. The amount to be reimbursed shall be $200\text{kms} \times 2 \times ₹16 = ₹6400$, restricted to ₹6400.00.

- b) CPP charges, wherever applicable, shall continue to be paid at the existing rates.
- c) In cases of travel by full taxi / auto/ other modes, no CPP charges would be payable.
- d) Further, the condition that shared taxi charges + CPP should not exceed full taxi charges will continue.
- e) L-1 shall be the Competent Authority for approval of travel expense in such cases. All such cases to be reported to the office of Chief, Employee Relations for apprising Director (HR).

- f) Such reimbursement can only be claimed on providing the taxi bills / receipt or proof of payment.
- g) TA Bills already settled will not be re-opened. However, pending claims, if any, shall be regulated as per these guidelines.
- h) This is a one-time dispensation due to COVID-19 pandemic and valid for travel originating between **25.03.2020 to 31.08.2020**.
- i) Reimbursement in case of employees travelled in own conveyance would be regulated in terms of O.O. No. 17(49)/18-TA Automation/CP dated 10.02.2020.

15/2/2021

(N C Baliarsingh)
GM (HR) - Corporate Policy