

11: Vehicle Management Policy

PART-I (FOR OFFICERS)

Title: Vehicle Management Policy

Scope: It applies to all employees of all grades except consultants, deputation its.

Description:

This Policy is aimed to provide employees a sense of ownership of vehicles for official and personal use allotted by company. It also will eliminate the misuse of official vehicles.

Definitions

- a) "**Ancillary benefits**" means the benefits supplementing the allotment of vehicles to an officer.
- b) "**BOD**" means the Board of Directors of Company.
- c) "**Chief Executive Officer**" means the Chief Executive Officer of company.
- d) "Company" means concerned DISCOs.
- e) "**Maintenance charges**" means expenses incurred on routine checkups, Tuning and routine work occurred on the vehicles procured under this policy.
- f) "**Notice**" means any notice issued under this policy.
- g) "**Officers**" mean officers of company serving in BPS I7 and above.
- h) Operational Vehicles refers to vehicles meant for attending works of all typed with and without installations of Buckets, Cranes, Ladders mounted Vehicles, Tool and Plants and Personal Protective Equipment etc.
- i) "**POL charges**, means fixed monthly expenses of Petrol, Oil and Lubricants of the vehicle as per this vehicle policy.
- j) "**Pool**" means pool of vehicles maintained by Company.
- k) "**Pool vehicle**" means any vehicle of the Company's pool.
- l) "**Scheme(s)**" means various Schemes chalked out for provision of vehicle(s) under this policy.
- m) "Settlement value" means an amount higher of following options A or B where: -
 - A is the market value of the vehicle approved by Transport Committee; and B is the amount representing Cost less Accumulated depreciation where Accumulated Depreciation shall be computed by applying depreciation rate @ 20 % per year for the four years, and 15 % for remaining fifth year, using straight line method. The term Cost shall include **Cost of purchase of** vehicle plus all applicable Federal and Provincial Taxes but excluding withholding Income Taxes.
- n) "**Rules**" means any Rules framed under this policy from time to time.
- o) "**Transport Committee**" means Transport Committee set up under Clause 6 of this policy.

Eligibility:

- a. This policy is optional and applicable on all **cadre** officers of COMPANY, in BPS-17 and above with at least five years' service. If the service of an officer is less than prescribed service, he may file request to the Transport committee. The Transport committee will evaluate the application considering the nature of job assigned to such officer and will decide the fate of his application.

- b. In case, Transport Committee decides to accept the application, such officer shall be required to furnish sufficient security in the form of a surety bond to the satisfaction of the Transport Committee for securing the vehicle.
- c. As policy is optional, officer not opting for this Policy will have any right on any pool car/ vehicle for performing official assignments.
- d. The officers not opting for policy will only get the conveyance allowance as per rule.

Transport Committee.

A transport Committee will be constituted for implementation of policy and to suggest further refinements, warranted by the changes in the context and market situation for the consideration of BOD.

- i. The Transport Committee shall consist of following officers its members and a Chairperson:

a. D.G (Admin)/Services	Chairperson
b. CE(O&M) or equivalent	Member
c. Manager Finance	Member
d. Dy. Manager (TPT)	Member
- ii. The committee shall have authority to implement and decide the matters relating to applicability of policy.
- iii. The Transport committee shall be responsible for the interpretation of any provision / matter relating to this policy.
- iv. **Chairperson Transport Committee will keep CEO and HR &Admn Committee informed on the implementation of Policy, specifically in assessing the eligibilities of officers other than the prescribed parameters of assessment.**

Functions of the Transport Committee

The functions of the Transport Committee shall include:

- i. **Allocation of transport /Vehicle to officers in accordance with the criteria of Policy with the approval of CEO and submission of periodic reports to CEO at least once in a year** and on compliance with this Policy and its impact in achieving its benefits and goals. The report under direction of CEO shall be submitted to BOD or as and when asked.
- ii. **To determine the Settlement value of vehicle** and perform any other function consistent with this policy as may be conferred by the CEO from time to time.
- iii. The Committee will devise implementation mechanism for the Vehicle Management System policy under guidance of CEO and HR &Admn Committee, as to which category of officers are allocated vehicles in preference, through a just and fair application of policy in the interest of Company.
- iv. **To suggest any revision or improvement in the policy / Procedure for approval of BOD and CEO whichever is relevant and warranted.**

Schemes of the Transport policy

- i. The scheme delineates the specific entitlements of the officers for vehicles based on the engine capacity and in consideration of the substantive Pay scale of the officers.

- ii. The vehicles will be purchased under joint ownership of Company and officer concerned under an agreement in the ratio of 40:60 of the FOB price respectively. The upfront price will be paid by Company, vehicle be registered in the name of company for maximum of sixty months from handing over date of vehicle to officer.
- iii. Unless otherwise revised, following shall be the entitlement criteria for the purpose sanctioning of vehicles.

Scheme	BPS	Vehicle Category
A	17	Locally assembled Motor Car having engine capacity upto 800 CC as mater of first priority if available in the market alternatively 1000 cc (preferably field Jeep) standard or equivalent without driver . In such case, all marginal increase of purchase price and incidental cost above the entitlement will be borne by officer himself without any increased financial exposure to Company
B	18	Locally assembled Motor Cars having Engine capacity upto1000 CC as mater of first priority if available in the market alternatively 1299 cc or equivalent without driver (restricted to XLI variant) .In such cases , all marginal increase of purchase price and incidental cost above the entitlement will be borne by officer himself without any increased financial exposure to Company
C	19	Locally assembled Manual Transmission Motor Cars having capacity Upto 1299 CC with driver or Rs 17,500 per month as allowance (restricted to XLI variant or equivalent).
D	20	Locally Assembled Automatic Transmission Motor Cars having capacity upto 1300 cc with driver (Manual / Automatic Transmission) Or Higher engine capacity Upto 1800 CC provided all marginal and incidental cost above the entitlement will be borne by officer himself without any increased financial exposure to Company.

- iv. An officer entitled for **Scheme A – D** shall also be entitled to following ancillary benefits on monthly basis subject to mode and manner of the payment as decided by the Transport Committee:
 - a. **Scheme-A (For BPS-17)**
 - i. A sum equivalent to 150 Liters of fuel per month against POL charges and maintenance charges of Rs 5000 pm with Rs 500 increase every year **from the date of handing over of the vehicle under this Policy**.
 - ii. The payments shall be made **without production of any receipt / proof and without maintaining log book, subject annual increase at par with 7.5%**.
 - b. **Scheme-B (For BPS-18)**
 - i. A sum equivalent to 175 Liters of fuel per month against POL charges and maintenance charges of Rs 6000 pm with Rs 500 increase every year **from the date of handing over of the vehicle under this Policy**.
 - ii. The payments shall be made **without production of any receipt / proof and without maintaining log book, subject annual increase at par with 7.5 %**

c. Scheme C (For BPS -19)

- i. A sum equivalent to 200 Liters of fuel per month against POL charges and maintenance charges to an officer;
- ii. A sum of Rs. 10,000/- per month against maintenance charges from the date of handing over of the vehicle under this policy, subject to an annual increase of Rs. 1000/-, without production of any receipt / proof and without maintaining log book.

d. Scheme DBPS (20 &above)

- i) With the exception of CEO and Management Directors who shall be entitled to 500 liters, a sum equivalent to 300Liters for BPS 20 and above respectively of fuel per month against POL charges to an officer or Company Fleet card to the extent of respective entitlement
- ii) A sum of Rs. 15,000/- per month against maintenance charges from the date of handing over of the vehicle under this policy, subject to an annual increase of Rs.2000/-, without production of any receipt / proof and without maintaining log book.
- iii) However, official driver is optional for officers or the average wages for the driver in BPS 9 including all the allowances as admissible to regular driver, as used for working out the financial implications.

v. The payments of these monthly lump sum amounts shall be considered as payment of actual expenses of Company for all intents and purposes and these payments shall not be considered a value addition to the salary of any such officer.

vi. During the period of five years, one-time replacement of Tires, Tubes and Battery shall be allowed at the company expense but not before two years.

vii. The Officers upgraded in higher scale will not be entitled for vehicle other than what is admissible for respective substantive grade.

viii. If an officer doesn't want to opt for new vehicle and retains same vehicle after 5 years (Completion of installments), he will continue to draw POL and maintenance charges as per his entitlement.

ix. Those employees who have already taken car loan through existing rules will not be eligible for this policy, however if they will refund all amount of car loan outstanding against the, then they will be eligible.

x. On the date of promulgation of this policy, the vehicles already allotted /possessed by the officers could be opted for retention at settlement value as defined in this Policy instead of a new one. All other terms and conditions including ancillary benefits under this policy shall apply accordingly.

xi. An officer may opt for purchase any one vehicle, from amongst those taken in auction pool as matter of first right and will be entitled for maintenance as per entitlement. He may claim for new vehicle after five years or change of entitlement on promotion.

xii. If company intends to dispose of some of vehicles available in the Pool of vehicles maintained by company. The company officers (other than those who have a vehicle under the policy) will have first right of refusal against pool of vehicles earmarked for disposal only once in the entire service on the price determined by evaluation committee for disposal.

Qualification Criteria & Terms and Conditions of Scheme A to E.

- i. Allofficers, serving in BPS -17 and above with five years or more service (those inducted in higher scales with minimum three years' service) will qualify for scheme, subject to minimum remaining service of two years.
- ii. The vehicle must be purchased once the Transport Committee approves the case of Company Officer and such officer undertakes to execute the agreement and other required documents, attached herewith as schedule A of this transport policy.
- iii. The vehicle shall be purchased in compliance of requirements of PPRA and shall be registered in the name of Company, registration charges shall be borne by Company.
- iv. The vehicle shall be kept insured for Five years through insurance policy of an Insurance company of A +or higher in rating. Insurance premium in all cases will be paid in lump sum by COMPANY and shall be recovered from the concerned officer in monthly installments from their salaries.
- v. In case of transfer/ absorption from other companies to COMPANY, previous service of the officer will be counted for the purpose (eligibility criteria etc.) of this policy, subject to conditions of not availing the facility in last five year during his previous service

Recovery Plan

- i. Recovery period will be five years or less in case of retirement for all categories.
- ii. A Company Officer entitled for a Scheme A to D of this policy shall be required to pay, by way of deduction from his salary to Company a sum equal to the 60% of the cost of vehicle (including all Federal and Provincial Taxes but excluding cost of registration and prevailing withholding income taxes) in 60 equal monthly installments.
- iii. The Officer shall pay 20% cost of vehicle as down payment before possession of the vehicle. The 80% cost will be shared equally between COMPANY and officer in sixty installments, treated 40% part to as vehicle.
- iv. For the officers whose remaining service will be less than five years, the balance amount **on his part** will be deposited by the officer at the time of his retirement in lump sum before taking the vehicle and all the allowances/facilities allowed to the officer will be ceased after retirement.
- v. In case of switching out of Company, the officer may take vehicle with him and balance amount (Employee and Company share) will be mentioned in his/her LPC which will liable to be paid by the employee every month in the Company where he/she is transferred that Company will be responsible to deposit deduction regularly to COMPANY.
- vi. **No monthly conveyance will be allowed to the respective officers.**
- vii. After complete recovery of vehicle share from the officer, ownership of vehicle will be transferred to concerned officer. Entitlement for second vehicle will be subject to remaining two years' service or more, otherwise provision of POL & Maintenance charges will continue as per new entitlement.
- viii. In case a used vehicle less than five years old from its manufacturing date is allocated to officer, the **Settlement Value** of vehicles calculated by transport committee. The officer entitled for **Scheme A – D** (given in Para 8 (iii) of this policy), shall be required to pay, by way of deduction from his salary, to COMPANY a sum equal to the 60 % of the cost of vehicle (settlement value) within remaining life of vehicle (within five years from manufacturing date of vehicle).

ix. The first deduction shall be made from the salary of the month in which handing over of the vehicle is made.

Official utilization of the vehicle.

- i. An officer, provided vehicle, under this policy shall always prefer its use for official purposes. The priority of use of vehicle should be for official purpose over its personal use.
- ii. The use of pool transport/vehicles shall only be authorized subject to satisfaction of Transport directorate on the following events:
 - a. If the allocated vehicle under this policy has met an accident and is not available with the officer due to its repair requirements
 - b. If the allocated vehicle under this policy is stolen and such theft has been reported to local police and a FIR of the same has been registered
 - c. If the allocated vehicle has been taken in custody by any law enforcement agency.
- iii. If an officer is found to have used the pool transport for official or personal use, by falsification, it shall tantamount to misconduct and punishable under Disciplinary action Rules.
- iv. No extra payment for fuel/POL charges shall be paid to any officer.
- v. In case of official outstation journey using the vehicle provided under this policy, the officer shall be entitled to claim TA of private car per Travel management rules.

Promotion, Transfer, Deputation, Long Leave, Resignation, Retirement, Removal from service, Death/disability or Medical Invalidation of an Officer

a. Transfer/ Resignation/deputation/long leave/retirement.

- i. In case transfer out of Company/Resignation / Deputation / long leave of more than 365 days / retirement, officer will take the vehicle with him after depositing the balance amount in case officer opts for retaining the vehicle by immediate payment of settlement value. The transfer charges including taxes, if any, of the vehicle from company to such officer shall be borne by the officer.
- ii. If the Officer does not opt for retaining the Vehicle, the Vehicle shall be returned to the transport department of the company forthwith. The transport department will report the matter to Transport Committee, which shall decide as to if the amounts, if any, are to be adjusted' in respect of the vehicle between the parties.

b. Removal/ Dismissal from Service

- i) If an officer, who has availed the facility of vehicle under this Policy, is suspended from service under the charges with the allegations, the prescribed penalty of which charges, if approved, removal/dismissal from service, such officer shall immediately handover the vehicle to transport department of the company.
- ii) The damage, if any, if so, caused to the vehicle after leveling of such charges against officer, shall be recovered from such officer.
- iii) Such an officer will not be entitled to retention of the vehicle on the payment of settlement value of the vehicle, if he or she is removed from service by competent authority unless entire company share and expenses incurred on maintenance of vehicle are refunded.

iv) The continuous possession of the vehicle, after the penalty of the removal/dismissal from service by COMPANY shall be a criminal offence, without prejudice to any stay order against such removal/dismissal from service by any court or tribunal, unless the retention of the vehicle by such officer is specifically ordered by such court or tribunal.

c. Medical Invalidation, Disability or Death

- i. In eventuality of an officer is declared medically invalid or disable as per service rules of the COMPANY, such officer may apply to the Transport Committee for retention of the vehicle with a request for payment of settlement value of the vehicle in lump sum from his pension/commutation.
- ii. In the event of incident of death of an officer utilizing the vehicle under this policy, the transport Committee will consider the waiver/write off of the settlement value of the vehicle and send the case of such waiver/write off to the competent authority i.e. Chief Executive Officer for approval. In any of the above eventualities mentioned in clauses above, the officer or his/her nominee, as the case may be, will not be entitled to any payment against POL, Maintenance and Driver allowance.
- iii. Every officer, on the availing of vehicle under this Policy, shall furnish a nomination form whereby any person of his/her choice will be nominated by such officer.
- iv. Every officer will be required to re-affirm or change his/her nominee of choice after his /her marriage. If no such change is reported, it shall be presumed that the wife or the husband, as the case may be, has been nominated by such officer as his/her nominee.

Accidents & Snatching/theft of Vehicle

- i. All major accidents must be reported to Police authorities concerned as well as, to the Insurance company and the Transport Committee as soon as possible.
- ii. Since all vehicles to be purchased and maintained in pursuance of this Policy are required to kept under full insurance cover, as prescribed under various schemes of this Policy, therefore the expenditure/bill for repair of such vehicle shall be borne by the Insurance Company.
- iii. If any differential depreciation value is to be paid, as it the practice in vogue of the Insurance policies, for clearing the bill of repair of vehicle, such payment shall be borne by the officer. However, the officer may apply to the Transport Committee for the payment of such amount by company on his undertaking that such amount shall be deducted in approved installments from the salary of such officer.
- iv. If vehicle irrespective of the officer or authorized driver is adjudged to have been involved in an accident due to rash and negligent driving and any amount of compensation is determined and ordered to be paid by an authority, court or tribunal to the other party or person involved in the accident, such payment shall not be a liability of the company
- v. If such a payment is ordered to be paid by company by court of law, the officer allocated such vehicle will indemnify company of such losses, if sustained or paid by the company in pursuance of clause 14 (iv) of the Policy
- vi. If the value has been reported as total loss and the premium paid by the insurance Company is not sufficient enough to clear the payment of settlement value of the vehicle as per settlement book of company, the officer will apply to the Transport Committee for deferring the payment of the remaining settlement value of the vehicle and deduction of the same

as per approved monthly installment by such officer from his monthly salary.

- vii. The officer, whose vehicle is snatched, stolen or declared total loss resulting from an accident, may apply to the Transport Committee for purchase and allocation of a new vehicle provided 50% difference of insurance indemnity net of the scrap value of the vehicle, if any, has been paid by him/her and 50% remaining amount will be borne by company. In such a case, on request of the officer, the Transport Committee may recommend his/her request for approval to Chief Executive Officer (CEO) to recover the differential amount in multiple monthly installments as considered appropriate.
- viii. The officer, whose vehicle is declared total loss or unrecoverable, shall apply to the Transport Committee for purchase and allocation of new vehicle.
- ix. The Transport committee may, or may not approve the allocation and purchase of the new Vehicle as per the circumstances of each case. Every such case of approval or refusal shall be reported to the Chief Executive Officer. The decision of the CEO shall be final.
- x. In case the proposal of allocation and purchase of vehicle of such officer is finally refused, the Transport Committee, with the approval of the CEO, may allocate any available vehicle to such an officer after finalizing its repayment plan by the officer.
- xi. After period of five year the officer will be eligible to obtain new vehicle again. However, the officer must have at least 02 years remaining service to be eligible for new vehicle.

Responsibility for the vehicle.

- i. The overall responsibility for the safeguarding of a vehicle issued to an officer and any accessories therein rests with the officer concerned
- ii. The officer or the driver retained by him must exercise proper care in the use and handling of the vehicle
- iii. An officer or anyone to whom he handed over the vehicle, if found to have used the vehicle recklessly, negligently and if such negligence and recklessness has caused any damage to any third party, the compensation or damages of such third party will be liability of the officers.
- iv. All traffic fines and road taxes, toll charges, fees must be paid by the officer to whom the vehicle is issued no reimbursements shall be claimable.
- v. The annual tax of the vehicle shall be the responsibility of company as long as the vehicle remains in the name of company.
- vi. If the vehicle is impounded by any authority for non-payment of fines etc. or for having been used in any criminal and unlawful activity, the officer shall not be provided with any other vehicle and non-availability of the vehicle in such circumstances will not be an admissible explanation for non-performing of his duties towards company.

Disposal of Old Vehicle Withdrawn from Officers.

- i. The transport Committee will dispose-off old vehicle and will perform following duties.
- ii. Assess market / Depreciated value of the vehicle to be disposed off. And the first right of refusal will be given to officers once in entire service provided no vehicle could not be given to him under Vehicle Management policy .
- iii. The vehicle will also be offered under VMP(Vehicle Management Policy to the officer at 50% of assessed market value (As determined by transport

committee) & 50% will be share by COMPANY recoverable in lump sum to the retiring officer and in equal monthly installment for the remaining period of his service but not more than 60

- iv. Installments for serving officer with the approval of CEO. Such serving officer will also be entitled to Maintenance charges, POL and driver's salary as per this policy. However, officer will be eligible for new vehicle after completion of five years and clearance of all installments of opted vehicle.
- v. It will be offered to the officers keeping in view of their willingness and availability of vehicles.
- vi. If a vehicle is not desired to be retained by any employee, it will be auctioned after completing formalities.
- vii. If an officer is promoted to the next scale, he will be eligible for new vehicle after completion of installments of existing vehicle as per policy i.e. five years. Till then he will not be provided the vehicle for next grade.

Central Pool of Vehicle

A Central Pool of Vehicles will also be maintained for Company Guests or BOD members and for meeting other inescapable needs.

Appeals

The appeal against any decision of the Transport Committee shall lie with the CEO.

Review of policy

- i. This policy may be reviewed as and when required and any review thereof is the responsibility and authority of the Board of Directors of the company.
- ii. The change of policy will always be prospective and the officers who are already allotted a vehicle will neither be adversely affected by change of policy nor will such officers can claim any beneficial changes of the policy as a matter of right.

Contraventions

An officer who is drawing driver allowance under this scheme will not be entitled to get facility of official driver and will forward a certificate to this effect to Secretary Transport committee on six-month basis. Any officer found otherwise, will be construed as **misconduct** and will be dealt under the relevant rules.

An officer who contravenes or fails to comply with any provision of this policy may be subjected to **disciplinary action** as per company rules of employment.

PART-II (FOR OFFICIALS)

Scope of the Policy

This policy is applicable to and optional for all officials of the company who are serving in BPS-01 to BPS-16.

The objectives of the Policy include:

- a. To increase the effectiveness and quality of services rendered by the officials now possessing fuel efficient and reliable Motor Bikes by virtue of this policy;
- b. To curtail un-necessary transport expenditure and to restrict / limit the running and maintenance expenditure of these Motor Bikes;
- c. To eliminate the misuse of official Motor Bikes;
- d. To overcome the shortage of Motor Bikes;
- e. To provide a regular mechanism for replacement of old Motor Bikes with new ones after every five years; and
- f. To observe the austerity measures regarding monetization of Motor Bikes.

Transport Committee:

a. D.G (Admin)/Services	Chairperson
b. Manager Finance	Member
c. Dy. Manager (TPT)	Member

- i. The above officers will take charge as chairman and member(s) of the Transport Committee in their capacity as officers working in company on the same designation and every incoming officer, taking charge of the posts/designation, will assume the role as a member or chairman of the Transport Committee, as the case may be.
- ii. The Transport Committee shall have the mandate to implement and recommend the matters relating to applicability of this policy for approval of CEO.
- iii. The Transport Committee shall be responsible for the interpretation of any provision / matter relating to this Policy.
- iv. CFO will forward complete progress report quarterly to the CEO and HR&Admn Committee / BOD. The report can also be asked by the BOD as and when required.

Functions of the Transport Committee

- i. The functions of the Transport Committee shall include:
- ii. To submit a quarterly report to CEO, assessing compliance with this Policy and its impact in achieving its benefits and goals.
- iii. The CEO shall submit the above report to the BOD as and when required.
- iv. To perform any other function consistent with this Policy as may be conferred by the CEO from time to time.

Schemes of the Transport Policy

- i. The company will launch scheme for the purpose of providing motor bikes to officials under this Transport Policy.
- ii. Following shall be the entitlement criteria for the purpose sanctioning of motor bikes under this transport policy:

Scheme	BPS	Motor Bike Category
A	01 - 10	Locally Assembled Motor Bike having engine capacity up to 70 CC.

B	11 – 15	Locally Assembled Motor Bike having engine capacity up to 100 CC.
C	16 including upgrade d in BPS- 17	Locally Assembled Motor Bike having engine capacity up to 125 CC.

Eligibility / Terms and Conditions of Scheme A to C

- a. Completion of minimum 5 years of service as regular employee.
- b. The motor bike shall be purchased once the Transport Committee approves the case of company official and such officials undertakes to execute the agreement and other required documents, of this Vehicle Management Policy.
- c. The Motor Bike shall be purchased by company and the same shall be registered in the name of company. The registration charges of the Motor Bike including prevalent taxes shall be borne by company.

A company official for **Scheme A – C** (given in Para 8.2 of this policy) shall also be entitled for following ancillary benefits on monthly basis subject to the mode and manner of the payment as decided by the Transport Committee:

Scheme-A (For BPS-01 to 10)

- i. A Lump sum amount of Rs. 3000/- per month will be paid to official against POL and maintenance charges from the date of handing over of the motor bike under this Policy, without production of any receipt / proof and without maintaining log book.

Scheme-B (For BPS-11 to BPS-15)

A Lump sum amount of Rs. 3,600/- per month will be paid to official against POL and maintenance charges from the date of handing over of motor bike under this Policy, without production of any receipt / proof and without maintaining log book.

Scheme – C (For BPS-16)

A Lump sum amount of Rs. 6,000/- per month will be paid to official against POL and maintenance charges from the date of handing over of motor bike under this Policy, without production of any receipt / proof and without maintaining log book.

The payments of these monthly lump sum amounts shall be considered as payment of actual expenses of COMPANY for all intents and purposes and these payments shall not be considered a value addition to the salary of any such official.

Those employees who have already taken loan for motor bike through existing rules will not eligible for this policy, however if they will refund all amount of loan outstanding against them, then they will be eligible.

If an employee doesn't want to opt this policy, he will continue to draw conveyance allowance as per existing rules.

Payment Amount, Mode & Manner

A company official entitled for **Scheme A – C** (given in Para 8.2 of this policy) shall be required to pay, by way of deduction from his salary, to company a sum equal to the 50 % of the cost of motor bike (including all Federal and Provincial taxes but excluding cost of registration and prevailing withholding income taxes) in sixty equal monthly installments.

The first deduction shall be made from the salary of the month in which handing over of the motor Bike is made.

Official use of the Motor Bike

A company official provided with a motor bike under this policy shall always prefer its use for official purposes. The priority of use of motor bike for official purpose over its personal use.

The official utilization period for a motor bike provided under this policy shall be a period of 60 months. It is only after the lapse of 60 months (life of motor bike), subject to the provisions of this Policy, that an official shall be entitled for a new motor bike under this Policy.

No extra payment for fuel/POL charges shall be paid to any official.

Promotion, Transfer, Deputation, Long Leave, Resignation, Retirement, Removal from service, Death/disability or Medical Invalidation of an Official

In case of deputation, long leave (more than 365 days), resignation, removal / dismissal from service, of an official before the expiry of the period mentioned in clause 11.2, the official may retain the motor bike by immediate payment of settlement value. The transfer charges including taxes, if any, of the motor bike from COMPANY to such official shall be borne by the official.

In case of death of an official before the expiry of the period mentioned in clause 11.2, his legal heirs may retain the motor bike, all remaining amount shall be write-off.

In case of promotion and transfer of an official before the expiry of the period mentioned in clause 11.2, the official may retain the motor bike by immediate payment of remaining amount from his share and also Company's share described in clause 10.1.

In case of disability, medical invalidation or retirement of an official before the expiry of the period mentioned in clause 11.2, the official may retain the motor bike by immediate payment of remaining amount from his share only.

Without prejudice to Clause 12.1, 12.2, 12.3, 12.4 above, if the official or his legal heirs express their financial inability to retain the motor bike, the Transport Committee shall dispose of the motor bike and from the consideration received an amount already paid by the official shall be refunded to the official or his legal heirs provided that the refund or a portion of it shall only be made if the amount realized is more than the component B as defined in sub-clause (i) of Clause 4 of the Policy.

Accidents & Snatching or theft of Motor Bike

In case of an accident, theft or loss of motor bike the official shall be responsible.

If a payment is made by company to any person, whosoever by force of law, the amount shall be recovered from official.

The official, whose motor bike is declared total loss or unrecoverable, shall apply to the Transport Committee for purchase and allocation of new motor bike.

Responsibility for the Motor Bike

The overall responsibility for the safeguarding of a motor bike handed over to an official and any accessories therein rests with the official concerned.

All traffic fines and road taxes except annual token fee, toll charges, and fees shall be paid by the official and no reimbursements shall be made.

If the motor bike is impounded by any authority for having been used in any criminal or unlawful activity, the official shall be personally responsible, and shall not be provided with any other motor bike and non-availability of motor bike in such circumstances will not be an admissible explanation for non-performing of his duties towards company.

No official shall be authorized to use green number plate on motor bike provided to him after its transfer in his name.

Appeals

The appeal against any decision of the Transport Committee shall be routed to the CEO as the final decision making authority.

Review of policy

This policy may be reviewed as and when required by the Company.

Contraventions

Any person who contravenes or fails to comply with any provision of this policy may be subjected to disciplinary action as per COMPANY rules of employment and this facility may be ceased by confiscating the motorcycle, or otherwise decided by the committee.