

Out Sourced Employees- Reimbursement for KVC CONSULTANTS LTD

A . Hotel

Location	Amount
Lucknow	Rs. 500-600(Negotiable Rate)
Kanpur	
Varansi	
Allahabad	
Gorakhpur	
Other Towns	Rs. 300-350(Negotiable Rate)

2. Conveyence

Mode	Amount
Own 2 Wheelers (If traveling more than 100 kms, compulsory to use public transport.)	Rs.2.75/km
Public transport	Bus - Actual
	Train- 3 Tier

NOTE:- If traveling more than 100 kms, compulsory to use public transport.

3. DA Rs. 100/ per day for outstation work

4. Late Sitting

Timings	Amount
Minimum 12 hrs	Rs.50/day
Minimum 14 hrs	Rs.70/day

5. Week Off & Holidays

Timings	Amount
Minium 06 hrs Duty	Rs.70/day

Own Arrangment

	Amount
Own Arrangment	Rs.125/day

6. Late sitting claim is applicable to only office staff of Circle office, Zonal office & Branch Office.
(Punch Card Report is mandatory)

NOTE:- This Policy is not applicable to Prepaid PSR, PCO-FOS, HR Rep. & VMS-FOS