



टीएचडीसी इंडिया लिमिटेड THDC INDIA LIMITED

(अनुसूची-‘क’ मिनरी रत्न पीएसयू)
(Schedule - A Mini Ratna PSU)

CIN : U45203UR1988GOI009822



भारत 2023 INDIA

वसुधैव कुटुम्बकम्

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No. THDC/RKSH/CHR/Policy/101/383

29 August 2024

OFFICE ORDER

Sub: Clarification under the Scheme of Reimbursement of expenses incurred on Furniture, Fixtures and Facilities at residence of Employees for Official work.

It has been brought to the notice that various employees are claiming reimbursement of expenses incurred under Scheme Reimbursement of expenses incurred on Furniture, Fixtures and Facilities at residence of Employees for Official work, for which the payment is being made through Cheque or Debit/Credit cards of family members and friends. The matter has been examined and following is decided with the approval of the Competent Authority: -

1.Payment by Cheque

Cheque Payments from Bank account of concerned employee shall be accepted as the valid payment mode, subject to the condition that the copy of Cheque shall be accompanied with the Bank statement as transaction proof under the Scheme for reimbursement of expenses incurred on Furniture, Fixtures and Facilities at residence of Employees for Official Work of the Company.

2.Payment made by Dependent Family Members

For purchase of items permitted under the scheme, the employee has to purchase the item through digital/online mode including his/her own Debit/Credit Card/ Cheque. However, in exceptional cases to avail any discount being offered under any promotional scheme in order to save money, the employee is permitted to use Debit/Credit Card of his/her dependent family member of concerned employee or a co-employee of THDC only. In such cases apart from Invoice & Payment proof, the Bank statement/transactional proof between employee and such dependent family member/ co-employee shall have to be mandatorily submitted. The invoice submitted by the employee should clearly specify the amount actually paid for the item and promotional discount availed, if any.

3.Purchase of Item(s) on EMI

The employee if purchases any item on EMI to avail promotional offer in order to save money, the same is permitted only if the payment is made digitally/online including Credit/Debit Card. The reimbursement shall only be claimed by the employee towards such transaction as and when the total equated monthly instalments are paid completely/in full submitting duly verified payment proofs of the same.

ASKumar
29/8/2024



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If the employee uses the Credit/Debit card of his/her dependent family member or Co-employee for such EMI transaction, a duly verified statement/ transactional proof between employee and such dependent family member/ co-employee shall have to be mandatorily submitted depicting that the employee has paid the total/full price of the item(s) purchased to such dependent family member/co-employee at one go irrespective of EMI.

The amount spent on purchase of item(s) under the scheme shall be claimed as reimbursement post purchase and after making the payment. The entire onus shall lie on the employee for the authenticity/transparency towards such payment. In case of any discrepancy, the employee shall be solely liable and Company reserves the right to recover the amount reimbursed together with initiating disciplinary action under relevant rules.

This provision is being made to facilitate the employees to make authentic digital/online payment and to save money through promotional schemes which are available on various cards during specific periods.

This issues with the approval of Competent Authority.

A.L. Santosh Kumar
29/8/2024
(A.L. Santosh Kumar)
DGM(HR-Policy)

Distribution : As per standard distribution

Hindi version follows



सूचना का
अधिकार

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