



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 549<sup>th</sup> 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:

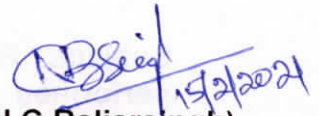
- a) Employees posted in 14 days ON/OFF duty and Geophysical Field party be reimbursed full taxi / shared taxi / auto / other modes charges on production of receipt, for double the actual distance travelled (Residence /Airport/ Railway Station/ Bus/Taxi stand to duty point or vice-versa) **for both to-and-fro 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.



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