



DUOS BRAIN MANAGEMENT SUPPORT SERVICES PVT. LTD TM

Promises Made...Promises Kept TM

Corporate Office : A-40, Pochanpur , Gali No -1, Sector-23 , Dwarka , South west Delhi, New Delhi , INDIA -110077

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Delhi-NCR. Ahmedabad. Mumbai. Pune. Bengaluru. Cheenai. Hyderabad. Kolkatta.

Date : 1st Nov 2019

Ref : DBMSS Pvt ltd / Reference Document/001

Applicable for Admin/Store/Maintenance/Operation/Cradle Maintenance Team
Rate is applicable w.e.f 01 Apr 2019 onwards.

Conveyance by Metro/Bus				
Gurugram				
1	Head Office to Shankar Chowk, Udyog Vihar, ABW, IFFCO Chawk, Cyber City, Dundhera	Rs.30	One Way	
2	Head Office to One Horizon,Paras, Baani the address, Vipul Plaza, DLF Centre Court, paras Twin Tower, EMR, Pegasus & golf Course Road area.	Rs.45	One Way	
3	Head Office to Spaze, Vipul Trade Centre, Sky View, Chimes, Tikri and Sohna Road sites	Rs.60	One Way	
4	Head Office to ASF Gwala Pahari, Manesar	Rs.90	One Way	
5	Head Office to Skyon, M3M Golf estate	Rs.120	One Way	
Delhi				
6	Head Office to any sites at Delhi	Rs.60	One Way	
Noida				
7	Head office to Electronic city sites	Rs.75	One way	
8	Head office to Sites before Pari Chawk	Rs.90	One Way	
9	Head Office to Sites after Pari Chawk & IGT	Rs.110	One Way	
Out station				
10	Branch office/Room to Sites			Bus/Metro Fare only
Bike				
10	Rs 2.50 per Km and Quarterly Rs.500 for servicing			
Bus Fare				
11	Delhi Bus terminals to Outside	Rs.500	One Way	Within 500 km

Note:

1. Auto/CAB fare in Delhi or Outstation will be paid only on Prior approval of department head.
2. No conveyance will be paid for company bike holders. Company will pay for Petrol & Servicing charges on production of bills and Log book of the bike.
3. Bus/Metro fare will be paid from Home to Railway Station or Bus Terminal when visiting outstation.
4. No payments will be made for fine by Police or any other authority due to individual's mistake.
5. No payment will be made for Petrol, who are those not issued with bike. Petrol refilling slips must be attached with expense voucher.
6. L1 staffs and training team are entitled to travel in AC3/CC and other Category entitled to travel in Sleeper Class.
7. Out station train tickets will be booked by the Company or will be paid as per actual in entitled class only on production of original ticket. Without original ticket no payment will be made.
8. Conveyance from home to site and back will be paid only on prior approval of Department head.

Food Expenditure

1	Maintenance Team	Rs.43 per day	For team only
2	During Travel in train (upto 24 hr)	Rs.300 per day	B+T+L+D+W
3	Food at outstation (upto 24 hr)	Rs.250 per day	B+T+L+D
4	For Recruitment team	Rs.90 per day	Per head

Note:

1. No Food charge will be paid within Delhi/NCR.
2. No Food charge will be paid during travel by Rajdhani/Satabdi/Duronto Express.
3. No individual and extra food payment will be paid without prior approval.

Hotel/Lodge Booking

1. L1 staffs entitled for Rs.800/- per day
2. Other staffs entitled for Rs.500/- per day
3. Payment will be made on production of Original bill.
4. No conveyance shall allow from Hotel to site.