



Date: 1 April 2016

No.:

Revised Local Conveyance & DA Rules for Jaipur Local w.e.f.1/4/2016

On Working Days

The Company shall pay the difference amount if the person is going directly from home to any other location than office. For eg.

- If the person is going to any Dept. which is 10 kms from his home and office is 5 kms from his home. So difference of 5 kms shall be paid to him as local conveyance.
- If the person is going to any dept. which is 5 Kms from his office and office is 10 kms from is home hence in this case no local conveyance will be paid.
- No DA shall be paid for working within Jaipur City limits.

For any exception, RKCL MD will have full discretion.

On Holidays & Weekends (Work Location could be office or outside)

The company shall pay full conveyance amount to the employees as applicable.

Note –CCL shall be provided on these days and DA of Rs.300/-shall be applicable for working >=4 Hrs. No additional amount shall be paid for staying beyond 9.30 on these days.

Late Stays

As RKCL is providing refreshments in the evening, so Rs.50/- which was given for staying after 8 PM shall no longer be paid.

After 9.30 PM –Actuals subject to Max. Amount Rs.250 per person (With supporting Document).Without Original bill the claim shall not be processed.

Proposed By


Sujata Jain
Manager HR

Recommended By


Dinesh Khandelwal
Chief Finance Officer

Approved By


Ravindra Shukla
Managing Director