



DELHI TRANSCO LTD.

(A GOVT. OF NCT OF DELHI UNDERTAKING)

Regd.Office: Shakti Sadan, Rouse Avenue, Kotla Road, New Delhi-110002.

No. F. DTL/109/09/2008-09/HR-EB/74

Dated:- 15.4.2008

OFFICE ORDER

In order to motivate the officers/executives for enhancing their skill and efficiency by updating their knowledge in their respective areas of work, Board of Directors, Delhi Transco Limited in its meeting held on 26.3.2008 vide item no.33.2.6 have approved the attached scheme for reimbursement of membership fees for professional bodies/institutes.

Sd/-

(SANDEEP VATS)

DY. GENERAL MANAGER (ADMN.)

Encl: - As above

Copy to: -

PS to CMD/PS to Dir.(HR)/PS to Dir.(F)/PS to Dir.(Opr.)
All GMs/DGM(F)
Manager (IA)
DM(A)G/DM(A)I & DM(A)II/AM(Record)/AM(HRP)
AM(F)X/AM(F)Wages



MANUAL _____

SCHEME FOR REIMBURSEMENT OF MEMBERSHIP FEES FOR PROFESSIONAL BODIES/INSTITUTES

TITLE AND APPLICATION

- 1.0 The scheme shall be called **“scheme for reimbursement of membership fees for professional bodies/institutes”**
- 1.1 The scheme shall apply to all executives in the Group A and above who have completed their probation period or extended probation period.
- 1.2 This scheme shall come into force from _____

1.0 OBJECT

- 1.1 Scheme is being introduced with a view to encouraging the executives of the Company to become members of the Professional bodies so that they can keep themselves abreast of the latest developments in their respective fields and improve their professional knowledge and competence on a continuous basis. Executives shall be allowed reimbursement of membership/admission fee and annual /periodical subscription for membership of Professional bodies/institutions.

3.0 DEFINITIONS

- 3.1 **“EXECUTIVES”** shall mean executives in Group A and above who have completed their probation period or extended probation period.
- 3.2 **“Sanctioning authority”** for the purpose of this scheme shall mean.

CATEGORY OF EXECUTIVES

SANCTIONING AUTHORITY

- | | |
|---|--------------------|
| 3.2.1 Eligible executives up to & including the rank of Manager | Concerned GM |
| 3.2.2 General Managers & DGM | Concerned Director |
| 3.2.3 Above GM | Self |

- 3.3 **“CMD”** shall mean the Chairman and Managing Director of Delhi Transco Limited.



3.4 **“Controlling officer”** shall mean the officer empowered to recommend and forward application to sanctioning authority.

4.0 CONDITIONS FOR REIMBURSEMENT

1.1 The reimbursement will be admissible in respect of Professional bodies/institutes, which are duly registered in India or setup under any Act/statute in India. Such Professional Bodies/institutes should not have any political /religious motive.

4.2 The professional Institute/body of which the executive wishes to become a member, must be relevant to his professional /field of work and to the work profile of DTL.

4.3 The number of professional bodies/institutes for which the reimbursement may be allowed shall be limited to two in case of executives in the ranks of Dy. General Manager and above and one for executives in the ranks of Manager and Dy. Manager/Asstt. Manager.

4.4 In case of executives who are already members of one of more professional bodies/institutes, reimbursement shall be limited to annual/periodical subscription from the date this scheme comes into force.

4.5 Executives of the rank of Manager/Dy. Manager/Asstt. Manager shall be reimbursed membership/admission fee and periodical subscription for one Professional Body /Institution in India, subject to maximum of Rs.2000/- (Rs. Two Thousand only) per annum.

4.6 Executives of the rank of DGM and above shall be reimbursed membership/admission fee and periodical subscription for two Professional Bodies/Institutions, subject to maximum of Rs.4000/- (Rs. Four Thousand only) per annum. Out of the two Professional Bodies/Institutions one may be an International Body/Institution.

4.7 After obtaining sanction for membership of a Professional Body/Institution, if an executive wishes to become member of another such Body/Institution, he shall be required to obtain a fresh sanction before he can claim reimbursement of the periodical subscription paid to the new Body/Institution. This shall,



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- however, be permitted only after the period of membership of the earlier Body/Institution expires. Admission fee for the new Body/Institution shall be reimbursed subject to the condition that the total reimbursement is within the financial limit contained in para 4.5 and 4.6.
- 4.8 Reimbursement shall be made only in India and only in Indian currency. In case payment of membership fees/subscription involves foreign exchange. It shall be the responsibility of the individual executive to arrange foreign exchange for this purpose through approved channels.
- 4.9 Reimbursement of periodical subscription at one time shall be limited for a period of one year only. Life membership shall be permitted in favour of the Executives of the rank of Managers & above (who have put atleast 5 years of service in Delhi Transco Ltd.) of any one professional body/institute of national repute and duly registered in India. The second membership in case of those executives to whom two memberships are allowed shall be limited to annual/periodical subscription as indicated above.
- 5.0 PROCEDURE FOR REIMBURSEMENT**
- 5.1 Eligible executives who wish to become members of Professional Body/institution shall have to apply for the same in the format given at Annexure I through proper channel to AM(F)EB in the HRD Department
- 5.2 HRD Department shall put up the application for approval of the Sanctioning Authority.
- 5.3 After approval of the Sanctioning Authority, even where the executive concerned is the self-sanctioning authority, sanction orders shall be issued by the HRD Department.
- 5.4 Sanction orders issued by the HRD Department shall clearly spell out the amount of reimbursement under respective heads and the name of the Professional Body/Institution.
- 5.5 For reimbursement of membership/admission fee the claim shall be submitted by the Executive concerned to the Finance Department (DM(F)Expdt.) directly in the format given at Annexure II along with voucher/receipt for payment of fee/subscription, as the case may be.
- 5.6 For renewal of membership, for which sanction already exists, the executive concerned shall pay the amount directly to the



Professional Body/Institution and claim reimbursement thereof against the receipt duly issued by the Professional Body/Institution from the Finance deptt. directly.

6.0 GENERAL

- 6.1 The power for relaxation in these rules apropos the application of this scheme shall be with the Chairman cum Managing Director whose decision shall be final and binding.

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**APPLICATION FOR MEMBERSHIP OF PROFESSIONAL
BODY/INSTITUTION CONNECTION**

(To be filled in Duplicate)

- 1 Name :
- 2 Employee No. :
- 3 Designation :
- 4 Department :
- 5 Area of work/responsibility :
- 6 Name of professional body with complete address /ISP (enclose relevant documents) :
- 7 Type of membership :
- 8 Membership amount :

Date

(Signature of the Executive)

FOR USE IN THE DEPARTMENT

1. In view of the standing of the Professional body/institution in question as also the usefulness to the Executive in becoming member of the said body/institution the membership as requested is approved.

Sanctioning authority with date)

CATEGORY OF EXECUTIVES	SANCTIONING AUTHORITY
Executives of the rank of AM & equivalent and above upto the rank of Manager and equivalent	Concerned GM
General Managers & DGM & equivalent	Concerned Director
Above GM	Self

HRD deptt. may kindly issue necessary orders accordingly.

HRD deptt. (AM(F)EB)



Annexure II

APPLICATION FOR RENEWAL OF MEMBERSHIP OF PROFESSIONAL
BODY/INSTITUTION

(To be filled in Triplicate)

- 1 Name :
- 2 Employee No. :
- 3 Designation :
- 4 Department :
- 5 Area of work/responsibility Name of
professional body with complete address
/ISP :
- 6 Type of membership :
- 7 Membership amount :
- 8 Sanction order no. & date (enclosed copy) :
- 9 Receipt no. & date (enclose copy) :
- 10 Articles published in magazines, journals :
including DTL magazines/presented
papers in the conferences, seminars,
workshop, technical sessions etc. during
their previous tenure of membership of the
concerned professional bodies/institutes.

Date

(Signature of the Executives)

FOR USE IN THE DEPARTMENT

Forwarded in original for further necessary action.

(Signature of the Controlling officer with date)

Finance deptt. (DM(F)X)

Cc. to :-
AM(F)EB
HRD deptt.