



Transport Policy

Version History:

Ver. No.	Date	Comments	Prepared By	Reviewed By	Approved By
Ver. 1.0	2 nd May 2008	Initial Release	Jyotsna Bareja	Abhishek Rautela	Mr. Sudhir Saxena
Ver. 1.1	16 th Sep,09	Reviewed	Abhishek Rautela	Rohitash	Mr. Sudhir Saxena
Ver. 1.2	15 th June, 10	Reviewed	Neha Gupta	Rohitash	Mr. Sudhir Saxena
Ver. 1.3	5 th Jan, 2011	Formatting and reviewed	Neha Gupta	Abhishek Rautela	Rohitash
Ver. 2.0	3 rd Nov, 2011	Update section 5, 6 & 7	Vinod Pandey	Sohit Yadav	GM Dua
Ver. 3.0	9 th Oct,2015	Update section 4,5 & 6	Bhupesh Kakkar	Prachi Sood	Ajay Kumar Zalpuri
Ver. 3.1	10 th July ,2018	Update section 3 for transport policy scope	Bhupesh Kakkar	Prachi Sood	Ajay Kumar Zalpuri
Ver. 3.1	8 th Nov,2019	Update section 4	Bhupesh Kakkar	Ajay Kumar Zalpuri	Ajay Kumar Zalpuri

1. Objective

The objective of this policy is to work towards providing a safe, efficient, prompt and Cost effective transport facility to the employees of North Shore Technologies Pvt. Ltd.

2. Introduction

Transportation in North Shore Technologies is under the Administration Department. Transportation needs of North Shore Technologies employees are catered by a fixed cab vendor and (Other cab Vendors in emergency only).

3. Scope

This transport Policy covers only the local travel. There is a separate policy for interstate and international travel.

4. Cab Service

NST provides subsidized cab transport to its employees for comminuting from their place of residence to office and back under the following guidelines:

- There will be an annual increase of the cab charges borne by the employees in every financial year effective 1st April.
- The charges to be paid by an employee's depend upon his/her salary slab and distance.
- Cab charges will be deducted on pro rata basis for every new joinee.
- It will be calculated from his or her date of joining, calculation will be according to our cab slabs.
- This will be applicable for the said month of his or her joining NST, normal cab charges will be deducted from next month onwards as per cab slabs.
- Waiting period for the cab-pick up would be 5 minutes and for drop the cab waiting period would be 15 minutes(as per shift timings). However if an employee does not turn up as per the above waiting period then the cab will automatically leave by informing the admin/left out cab mate and will come to the office by himself/herself bearing all the expenses. The company is not liable to reimburse the amount for this.
- In case of drop, if an employee has to stay back for official work then the company will provide the cab.

Please find below the table of current charges based on the CTC & distance from home:

Revised Cab Charges Applicable from 1 st July 2019 – 30 th June 2020						
Distance in kms	>=2 TO <3 lacs	>=3 TO <5 lacs	>=5 TO <10 lacs	>=10 TO <15 lacs	>=15 TO <20 lacs	>=20+ lacs
0 TO <10 kms	1010	1348	1684	2021	2357	2694
10 TO <20 kms	1348	1684	2021	2357	2695	3031
20 TO <30 kms	1684	2021	2357	2694	3031	3367
30 TO <40 kms	2021	2357	2694	3031	3367	3704
40 to <50 kms	2357	2694	3031	3367	3704	4074
50 or above kms	2694	3031	3367	3704	5431	6958

5. Cab Service: Official Duty

- Cabs will be provided for official duty from office / residence by sending an email to the administration department.
- Cabs will not be provided for work on Saturday, Sundays and holidays except on Specific prior approval for a particular event / conference.
- The Department head or immediate supervisor will intimate the administration department.
- In order to optimize costs, clubbing of users and coordination of cabs will be carried out as far as possible by the Admin Dept
- Admin Dept ensures safety and security of passengers
- Admin Dept to ensure the safety of female employees especially in late evenings/night; by making sure that at least one of the male employee is present in the cab at the time of her drop/ pickup. In the absence of a male employee the company will provide its own office cab.
- Various checks like proper verification of drivers, communication with users etc are carried out as and when required.
- All details with regards to cab will be dealt with by admin person. Any change in contact details will be informed to employees by management from time to time.

6. Incidents/ Complaints

- Any issues/ concerns regarding transport shall be brought to the notice of the Admin Dept and the HR Dept.
- All such complaints received will be looked into and appropriate action initiated after due deliberation of the nature of complaint/ incident.
- In case a cab breaks down while an employee is commuting, a replacement cab is sent at the earliest, if the company is not able to provide a cab at any point then the employee can hire a cab from the list of agencies provide and the claim for the reimbursement of the bill.
- Company is not responsible for any loss or damage of personal belongings of employees while they are travelling in company provided cab. Employees are expected to be careful with regards to their personal belongings while using cab facility.
- All the employees are expected to carry their Id cards while travelling in company provided cabs for safety and security reasons.

7. Performance Evaluation of Transport Facility

- The transportation facility will be assessed by the administration department by capturing data regularly on arrival timings, no of complaints from employees and transport vendors
- Besides the satisfaction of the employees on transport facility will be captured through annual employee satisfaction survey.

The effectiveness of the Transportation facility and the efficiency of the service stems from employees aiding its functioning by timely requisitioning and proper planning of their trips.

Note: Management has all the rights to change/ amend the above rules at their discretion and on par with government regulations and rules from time to time which will be communicated to employees.