



KIRLOSKAR INSTITUTE OF MANAGEMENT, HARIHAR

LOGISTICS POLICY

KIRLOSKAR INSTITUTE OF MANAGEMENT summarizes the provisions for Official travels in its logistics policy. In this policy, instructions and explanations are given for the usage of the cab provided to the employees for the traveling. This policy contains the responsibilities on the part of the employees. Every employee must read and understand the given duties and shall conduct accordingly.

This policy defines the process and the eligibility for travel within the ambit of 15- 20 Kilometers on official visits and works. The Organization expects the employee to travel expeditiously and comfortably to meet the organizational needs. It is also expected that the employee to be conscious to the cost to Organization and avoid wasteful expenses.

1. SCOPE

The policy is applicable to all employees of the Organization.

2. OBJECTIVES OF THE POLICY:

1. **Efficiency:** To optimize the usage of the cab, and make the facility available for all members of the institute effectively.

3. ELIGIBILITY FOR THE CAB FACILITY:

1. The cab shall be provided to drop/pick an employee to/from the railways or bus stand during their official visit to other place/s.
2. The cab shall be provided to pick a student traveling for the first time after his admission from the railways or bus stand.
3. The cab shall not be provided for any personal use.

4. EXCEPTION:

1. The cab facility for specially challenged shall be provided.
2. The cab facility shall be provided in case the employee has no vehicle of his own with the approval of the Head of Department, and notified to the HR department.



3. Further with the approval of the Head of Department, and notified to the HR department, for the usage of the cab during any emergency or for any such works at his discretion.

5. RULES FOR LOGISTICS

1. The employee traveling for an official trip or coming back from the official trip need to take prior approval from the HOD and shall keep the logistic person informed for the facility well in advance.
2. No employee shall be entertained if they claim to facilitate the cab on an immediate basis.

6. USAGE OF OWN VEHICLES

To make it cost effective for the sake of official work the employees are requested to use their own vehicle and the same can be claimed for the reimbursement.

7. SUBMISSION OF CLAIMS

All travel claims MUST BE submitted within 7 days from the date of travel.

8. VEHICLE USE AND MAINTENANCE:

1. **Pre-Trip Inspections:** it is the duty of the logistic management to ensure the trip for the employee is made safe without causing any damages to any.
2. **Fuel and Tolls:** The logistic manager should ensure the timely filling of fuel in the car.
3. **Maintenance Reporting:** Protocol must be strictly followed and the monthly report to be submitted.
4. **Cleanliness:** it is the duty of the logistics manager to keep the vehicle clean and ensure that the employees also follow the same with professional appearance.

9. VIOLATIONS AND DISCIPLINARY ACTION:

1. Misuse:

- a. No driver shall not drive the car recklessly and if the same is found the driver shall be fired immediately.
- b. There shall not be unauthorized usage of car.
Drivers would be subject to random Drug/ Alcohol testing

2. Disciplinary actions:

- a. If there is an unauthorized usage of the car the employee shall be penalized for the same.



b. If the driver agrees for the unauthorized driving of the car his driving privilege shall be suspended.

10. COMMUNICATION:

The employees shall be notified as and when the amendment on the policy is made.

GENERAL GUIDELINES

A. Travelling Expenses:

1. In case of a car being used by multiple members of the employee, the expense must be claimed by one of the travelers only.
2. Claimant shall submit the travel claim along with prior approval and all necessary enclosures/Bills to his reporting authority. If declined by the authority the reason to be mentioned.
3. Claims that are within eligible limits and/or approved by reporting authority and HOD, shall be forwarded to the Accounts Department for validation & payment.
4. In case any amount is found contrary to the travel policy by the Accounts department, the same will be deducted by assigning reasons thereof.
5. The employee shall keep in mind that Organization's resource are not their own. The employee should collect the bills and receipts for every travel expense for the usage of their own vehicle for the official work.

Note: The Reporting Manager should exercise caution while recommending or approving deviations since any remark raised by the Audit shall be clarified by approving authority only.