



Under Privileged Advancement by Youth

Registered under the Bombay Public Trusts Act, 1950 (Reg No: F-14212) & Societies
Registration Act, 1860 (Reg No: MAHARASHTRA/268/2011/BHANDARA)
NITI AYOJ Registration ID: MH/2011/0046244

Ref no: UPAY/HR/22/02

20.01.2022

This circular is being issued for purpose of Conveyance Allowance applicable to UPAY volunteers and shall be part of UPAY HR policy.

A. Purpose:

To reimburse the cost of travelling by volunteers of UPAY, incurred by him/her for travelling from his/her residence to UPAY center/ site of work.

B. Conveyance Allowance Guidelines:

1. Shall be applicable for volunteers who joined UPAY by registering themselves.
2. No allowance would be payable at the first month.
3. Volunteer can only claim for reimbursement at the end of the month through the claim form for petrol allowance which after having been approved by Zonal Director would be processed further by Zonal Finance Secretary. The attendance sheet certified by Centre head would be attached with each claim form.
4. Conveyance allowance will be decided on the basis of attendance of the applicant.
 - If present for only 7 days in a month, no allowances payable.
 - If present for 8-14 days, one-third allowance would be payable.
 - If present for 15-21 days, two-third allowance would be payable.
 - If present for more than 21 days, full allowance payable
5. The rate of allowance as per financial policy for volunteers and Zonal members is set to be as below:

1.	For Metro Cities	Rs. 5/km/day
2.	For Non-Metro Cities	Rs. 3/Km/day

These rates are subject to change and Governing Body Members reserve the right to amend the rates from time to time and shall be intimated.

6. The Zonal Secretaries may claim the petrol allowances for their visit to different centers in their zone in a month. The amount of allowance shall be calculated on the basis of number of visits to the centers. The distance will be calculated as the average of the farthest and nearest distance between place of residence and UPAY center/ Site of work.

7. Zonal director will be the final authority along with the Zonal secretary (Finance) and Centre head to decide the amount to be paid to the applicant.

This circular has approval of Competent authority and shall be revised as per requirement from time to time.

Bhaskar Maheshwari
Co-Director (HR)

Distribution: Executive Body
Volunteers