

STEEL AUTHORITY OF INDIA LIMITED
(A Government of India Enterprise)

No. PER/EC/1213/2017/P&A (01)

14th January, 2022

OFFICE ORDER

Sub.: Revision of Perks/Allowances for Executives of SAIL (FY 2021-22)

- Consequent to the Salary Revision of Executives in SAIL, wherein the Perks/Allowances has been fixed as 35% of revised Basic Pay (BP). Accordingly, percentage and perks/Allowances under the 'Cafeteria Approach' w.e.f. FY 2021-22 onwards have been reviewed and revised.
- The executives shall opt perks/allowances from Cafeteria Basket given below with a maximum limit of 35% of revised Basic Pay through online mode:

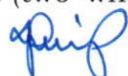
Sl. No	Item	% of BP	Maximum Tax exemption available	Documents/ Certificates to be submitted to Pay Section	Income Tax Provisions
1	Meal Coupon/Voucher/ Card	Upto5%	Upto₹2,500 per month (through pre-paid meal instrument)	No Documentation Required	Rule 3 of Income Tax Rules, 1962
2	Education/ Hostel Allowance	Upto5%	Hostel Subsidy: ₹300 p.m. per child staying in Hostel for study. (for a maximum of two children) Education Allowance: ₹100 p.m. per child (for a maximum of two children)	Undertaking as per Annexure-I. Proofs of expenditure to be submitted if required by SAIL/ or Income Tax Dept.	Rule2(BB) of Income Tax Rules, 1962
3	Professional Updation Allowance	Upto 2%	Expenses incurred on Newspapers/Magazines/Technical journals/periodicals& Books, membership/Seminar fees which add value to professional knowledge of the employee.	Undertaking as per Annexure-I. Proofs of expenditure to be submitted if required by SAIL/ or Income Tax Dept.	Rule2(BB) of Income Tax Rules, 1962
4	Professional Development Allowance	Upto 4%	Course/Examination fee for acquiring additional qualification during service period with prior permission/NOC from Company.	Undertaking as per Annexure-I. Proofs of expenditure with permission letter/NOC to be submitted.	Rule2(BB) of Income Tax Rules, 1962
5	Conveyance/ Transport Allowance*	5%	Taxable	N.A.	
6	Allowance for Maintaining Car/Vehicle and Chauffeur*	5%	Depending upon the engine capacity in cc of the motor car/ vehicle, Rs.1800/ Rs.2400 per month and Rs. 900 per month for any other vehicle is available as per Rule 3(2A) of the Income Tax Rules. In addition, Rs 900 p.m. for	Undertaking as per Annexure-I	Rule 3 of Income Tax Rules, 1962

[Signature]

			employing Chauffeur for Car only) (Not applicable for executives who have been provided vehicle by the Company for official use.)		
7	Uniform Allowance *	Upto 4%	Tax exemption as per actual expenditure	Undertaking as per Annexure-I Proofs of expenditure to be submitted if required by SAIL/ or Income Tax Dept.	Rule2 (BB) of Income Tax Rules, 1962
8	Washing Allowance*	Upto 2%	Maximum amount allowed: Upto E-3 grade- Rs 1200 p.m. E4 -E5 grades- Rs 1600 p.m. E6 -E8 grades- Rs 2000 p.m. E9 & above- Rs 2500 p.m.	Undertaking as per Annexure-I	Rule2(BB) of Income Tax Rules, 1961
9	Attendant for Residential Office	Upto 5%	Maximum amount allowed E-5 Grade - Rs 4000 pm E-6 to E-8 Grade-Rs 7000 pm E-9 & above -Rs.9000 pm	Undertaking as per Annexure-I	Rule2 (BB) of Income Tax Rules, 1962
10	LTC/LLTC	Upto15%	As per Income Tax Act/Rules	Undertaking as per Annexure-I. Proof of expenditure to be submitted as per prescribed guidelines for LTC/LLTC.	Section 10(5) of the Income Tax Act 1961 & Rule 2B of the Income Tax Rules 1962
11	Internet/Communication allowance	Upto 5%	Maximum amount allowed-Rs1500 p.m. (For Executives in E4 grade and below only)	Undertaking as per Annexure-I Proof of expenditure to be submitted.	Rule 3 of Income Tax Rules, 1962
12	Club Membership Allowance	Upto 5%	Taxable	N.A.	
13	Special Allowance(House Perks Tax)*	5% to 10%	Compulsory for Executives residing in company accommodation.	Note-5	

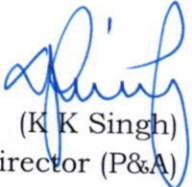
NOTES:

- 1 The aggregate of the above allowances which can be opted by an executive is a maximum of 35 (thirty five) % (percent)
- 2 All executives are required to compulsorily opt for Perquisites/Allowances at **Sl. Nos. 5 or 6, 7 and 8.**
- 3 All executives, who are availing house accommodation owned by the company are required to compulsorily opt for Special Allowance at **Sl. No. 13.**
- 4 For maintaining motor car of *Engine cubic capacity below 1.6 liters / above 1.6 litres, an amount of Rs 1800 / Rs 2400 per month is allowed exemption as per Rule 3(2(A)) of the Income Tax Rules. Further, an amount of Rs.900 per month is allowed in respect of other vehicles (two-wheelers).*



- An additional amount of Rs 900 per month is allowed if the executive has engaged chauffeur/driver for driving and maintaining his motor car for official and personal use.
- 5 Tax on House perk will be computed by CPRS System as per provisions of Income Tax Act/Rules, out of which 50% of the House perks will be borne by the Company and the balance 50% will be recovered from the employee and adjusted in Special Allowance at Sl. 13.
 - 6 Any changes in provisions of the Income Tax Act / Rules in respect of prerequisites and allowances shall be deemed to be applicable w.e.f. from the date of their implementation.
 - 7 Employees who do not submit the proofs as required would be ineligible for Income Tax Exemptions.
 - 8 Employees shall be solely responsible for their income tax declarations, and shall be required to retain a copy of their declaration(s) along with necessary documentary proofs for submission to Authorities including Income Tax Authorities/ SAIL as and when required.
 - 9 The responsibility of submitting the correct claim shall vest with the employee and in case of any notice from the Income Tax Department due to a wrong claim, the same would be payable by the employee along with applicable interest and penalty.
 - 10 Income Tax Exemption, mentioned above, may not be available in the New Income Tax Regime u/s 115 BCA of the Income Tax 1961, as applicable from FY 2020-21 onwards.
 - 11 Employees should submit options for perks and allowances in the format prescribed in Annexure-I to Pay Section.
 - 12 Employees should submit undertaking online as per Annexure-II and submit duly signed hard copy along with and documentary proofs as required to Pay Section.

This issues with the approval of the Competent Authority.


(K K Singh)
Executive Director (P&A)

Encl: Annexure-I & II

STEEL AUTHORITY OF INDIA LIMITED

Online option for Perks & Allowance under "Cafeteria Approach" for FY 2021-22

Personnel No.		
Name of the Employee		
Designation		
Department		
Name of Plant/Unit		
Place of Posting		

Sl.No.	Perks & Allowances	Maximum% of Basic Pay	% opted
1	Meal Coupon/Voucher	Upto 5%	
2	Education/Hostel Allowance	Upto 5%	
3	Professional Updation Allowance	Upto 2%	
4	Professional Self Development Allowance	Upto 4%	
5	Conveyance/Transport Allowance	5%	
6	Allowance for maintaining Car/Vehicle & Chauffeur	5%	
7	Uniform Allowance	Upto 4%	
8	Washing Allowance	Upto 2%	
9	Attendant for Residential Office	Upto 5%	
10	LTC/LLTC	Upto 15%	
11	Internet/Communication Allowance	Upto 5%	
12	Club Membership Allowance	Upto 5%	
13	Special Allowance (Tax on House Perks) In case of any change in the Special allowance, the same may be adjusted in any other heads of perks keeping the total perks as 35%.	5% to 10%	

I hereby declare that the above options are exercised by me for Perquisites/Allowances under the 'Cafeteria Approach' for the FY 2021-22 and are restricted to 35% of Basic Pay.

Place:

Date:

(Signature of Employee)



Annexure-II**ON-LINE UNDERTAKING FOR AVAILING INCOME TAX EXEMPTIONS FOR PERKS & ALLOWANCES**

	Personnel No.		
	Name of the Employee		
	Designation		
	Department		
	Name of Plant/Unit		
	Place of Posting		

(A) Education/Hostel Allowance

This is to certify that I will incur /have incurred an amount not less than Rs..... (in words also _____) in FY 2021-22 towards education/hostel expenses for my children whose particulars are as under:

	Particulars		
1	Name of Child		
2	Studying Class / Course		
3	Name of Institution		
4	Hostel Facility availing	Yes/No	Yes/No
5	Number of months for which education expenses claimed		
6	Number of months for which Hostel expenses claimed		

(B) Professional Updation Allowance

This is to certify that I will incur/have incurred an amount not less than Rs..... (in words also _____) in FY 2021-22 towards purchase of Business Newspaper/Magazine/Periodical/Journal/ Membership fee, etc. for effective discharge of official duties.

Further I also undertake to preserve the bills/fee receipts for a minimum period of 7 years, beyond the current year and produce them as and when demanded by any authority including the Income Tax Department and will be responsible to bear any costs, expenses and losses to the Company in case fails to do so.

(C) Professional Development Allowance

This is to certify that I will incur/have incurred an amount not less than Rs..... (in words also _____) FY 2021-22 towards course & examination fee for the course, as allowed by the company for professional development

Documentary proof of expenditure along with permission/NOC from Company is enclosed.

(D) Allowance for maintaining Car/Vehicle and chauffeur

This is to certify that I am maintaining Car with Resistration No _____ of _____ (make) _____ (model) and its Engine cubic capacity is below 1.6 liters / above 1.6 litres (strike out which is not applicable) which is used for discharge of official duties besides personal use.

Further, this is to certify that I am maintaining a chauffeur/driver for above Car for official as well as for personal use.

(Not applicable for executives who have been provided vehicle by the Company for official use.)

(E) Uniform Allowance

This is to certify that I will incur/have incurred an amount not less than Rs..... (in words also _____) in FY 2021-22 towards purchase/acquisition of Uniform as per prescribed Dress Code by the Company and worn by me for performance of official duties.

Further I also undertake to preserve the bills/fee receipts for a minimum period of 7 years, beyond the current year and produce them as and when demanded by any authority including

the Income Tax Department and will be responsible to bear any costs, expenses and losses to the Company in case fails to do so.

(F) Washing Allowance

This is to certify that I will incur/have incurred an amount not less than Rs..... (in words also.....) in FY 2021-22 towards washing of Uniforms per prescribed Dress Code by the Company and worn by me for performance of official duties.

(G) Attendant for Residential Office

(Applicable for Executives in E5 grade and above only)

This is to certify that I will incur/have incurred an amount not less than Rs..... (in words also.....) in FY 2021-22 towards attendant at residential office.

(H) Internet/Communication Allowance

(Applicable to Executives in E4 grade and grades below only)

This is to certify that I will incur/have incurred an amount not less than Rs..... (in words also.....) in FY 2021-22 towards use of Internet/Communication for performance of official duties.

Documentary proof of expenditure is enclosed

(I) LTC/LLTC

This is to certify that I have incurred an amount not less than Rs..... (in words also.....) in FY 2021-22 towards LTC/LLTC as per Office order dated

Documentary proof of expenditure along with copy of office order is enclosed

Place:

Date:

(Signature of Employee)

(Duly signed hard copy along with documentary proofs as required to Pay Section)

