

2. Benefits	
2.3. Car Policy	
Owner	People & Organization
Approved By	CPO, CFO, CEO
Version 1.0	22/06/2016
Version 2.0	01/04/2017
Version 3.0	01/03/2018
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Version 5.0	01/11/2018
Version 6.0	01/05/2019
Version 7.0	01/07/2019
Version 8.0	01/04/2023

2.3. Car Policy

Features

2.3.1. Fuel

2.3.1.1. You can avail your fuel entitlement through company provided fuel card carrying a pre-defined monthly limit (in liters).

2.3.1.2. In case your job qualifies for role based fuel, your monthly fuel entitlement will be higher of the two limits i.e. role based and grade based fuel limit.

2.3.2. Car Allowance

2.3.2.1. In case of entitlement, you can opt for a defined car allowance, which reaches you through monthly payroll.

2.3.3. Operating Lease

2.3.3.1. In case of eligibility, you have the choice to opt for a vehicle through vendor facilitated operating lease. Vehicle options, maintenance, buyback, contract terms and further details are available at the [Operating Lease Vehicle Portal](#).

Useful Notes

- Upon resignation, an employee may continue the vehicle lease contract on personal capacity.
- Where a resigned employee does not want to continue with the operating lease facility, the company may continue the lease & offer the specific lease to any interested applicant who wishes to avail the facility. The buyback period will continue as per the effective date in the lease contract initially signed-off with the resigned employee.
- In case an applicant wishes to utilize & continue the car operating lease specified in above clause, the lease would continue with deductions from the Salary as per the standard procedure & without any deduction from the resigned employee's settlement.
- In case no applicant avails the existing lease, the respective dues as per the lease contract would be deducted from the resigned employee's settlement.

- Administration would facilitate an employee for renting a vehicle from the vendor during the time leased vehicle delivery is in process. The rental amount will be deducted from employee's salary and accordingly paid to the vendor.
- Vehicle options are subject to availability; available options will be updated on the operating lease portal.
- Buy back of Jazz owned / lease vehicles currently in possession of entitled employees will be dealt with as per previous policies until the useful life is completed and the said asset is disposed from Fixed Asset Register