

**INSTRUMENTATION LIMITED: PALAKKAD**  
**(P&A DIVISION)**

ILP/P&A/71/2024-25

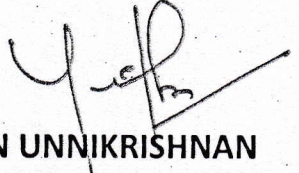
31.01.2025

**Circular**

**Sub:-Choosing perks & allowances for FY 2024-2025 under cafeteria approach.**

Under the "Cafeteria Approach" provision for payment of revised allowances and perks, every employee will have to choose allowances and perks from the list of allowances/perks enclosed at **Annexure-A**. The perks and allowances payable shall be subject to a maximum of 50% of basic pay. In case the set of perks and allowances chosen exceeds 50% the payment will be limited to 50% of basic pay.

It is to inform that every employees is required to choose perks and allowances from the Cafeteria (Annexure-A) upto the ceiling limit of 50% of their basic pay and submit the same to P&A Department for verification in the format enclosed at **Annexure-A**, latest by 10<sup>th</sup> February 2025. In case no choice is received from any employees by 10/02/2025 their perks& allowances mentioned at Sl.No.1,4,7,8,9,13&16 of cafeteria will be considered as default choice for the purpose of 50% of perks & allowances.

  
**PN UNNIKRISHNAN**  
**DY.MANAGER (P&A)**

**ANNEXURE-A****PERKS & ALLOWANCES OPTION FORM UNDER CAFETERIA**  
(To be furnished before 10th February for 2024-2025)

Name :  
Designation :  
Place of Posting :

Ref. No:  
Department:  
Basic Pay Rs:

SL.NO	NAME OF PERKS AND ALLOWANCES	PERCENTAGE OF BASIC PAY PER MONTH	CHOOSE & SPECIFY PERCENTAGE
1	WASHING ALLOWANCE	Upto 3%	
2	REIMBURSEMENT OF CONVEYANCE EXPENDITURE		
	FOR CAR	Upto 10%	
	FOR SCOOTER	Upto 5%	
	FOR MOPED	Upto 3%	
3	VEHICLE MAINTENANCE REIMBURSEMENT	Upto 5%	
4	TRANSPORT ALLOWANCE	Upto 10%	
5	REIMBURSEMENT OF TUTION FEES (MAX. FOR 2 CHILDREN)		
	UPTO GRADUATION	Upto 5%	
	FOR PROFESSIONAL COURSES	Upto 10%	
6	REIMBURSEMENT OF INTERNET CHARGES & MEMBERSHIP OF PROFESSIONAL BODIES BOTH NATIONAL & INTERNATIONAL	Upto 10%	
7	REIMBURSEMENT OF ENTERTAINMENT EXPENSES	Upto 5%	
8	LEAVE TRAVEL CONCESSION/ LTC	Upto 15%	
9	HOUSE LOAN INTEREST SUBSIDY	Upto 10%	
10	VECHICLE LOAN INTEREST SUBSIDY	Upto 5%	
11	UNIFORM MAINTENANACE REIMBURSEMENT	Upto 3%	
12	REIMBURSEMENT OF ELECTRICITY CHARGES	Upto 10%	
13	REIMBURSEMENT OF HOUSE UP KEEP EXPENDITURE	Upto 5%	
14	FITNESS ALLOWANCE	Upto 3%	
15	HOSTEL CHARGES	Upto 10%	
16	OTHER ALLOWANCE	Upto 10%	
	Total (Max 50%)		

SIGNATURE:

PHONE NO.:

DATE: