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Ref : CO/Mktg./ZD/A/MY 2022-23

Date: 19.01.2024

To

All Zonal Managers  
All Regional Manager (Marketing)  
Bhopal/Kolkata/Patna/New Delhi/  
Kanpur/Chennai/Hyderabad/Mumbai.

**Re : Office Allowance and other Fringe Benefits to the Club Member Agents of MY 2022-23 who have joined as ADO during Recruitment Round 2022-23**

It has been observed that many club member agents of MY 2022-23 have joined as ADO on 17.07.2023 and became PDO from 16.08.2023, in the "ADO Recruitment round 2022-23".

References have been received from the Zones seeking guidance on whether to pay proportionate office allowance and reimbursement for other fringe benefits, to all such club member agents for the period 01.09.2022 to 16.08.2023/17.08.2023 i.e. for the period before joining as PDO.

"As per extant provisions of Club Rules & Benefits, the club member agents has to claim reimbursement of expenses incurred for maintaining an office and other fringe benefits, during the club membership year, but not later than six months after the expiry of the club membership year".

The matter has been reviewed and it is decided by the Competent Authority, to allow full payment of office allowance and other fringe benefits to the eligible club member agents of MY 2022-23, who have joined as ADO and resigned before 31.08.2023, i.e. before the completion of membership year period which is from 01.09.2022 to 31.08.2023.

In view of the above, club member agents of MY 2022-23, who have joined as ADO and then became PDO, in the ADO Recruitment round 2022-23, are eligible for reimbursement of full office allowance and other fringe benefits, as per extant Club Rules & Benefits.

Executive Director (Marketing/PD) & CMO