



POLICY FOR
BVFCL TELEPHONE& MOBILE PHONE FACILITIES
&
PAYMENT TOWARDS PERSONAL MOBILE PHONE RENTAL / CALL CHARGES

1.0 Scope

The Policy for BVFCL Telephone & Mobile Phone Facilities & Payment Towards Personal Mobile Phone Rental / Call Charges hereunder codified shall apply to all the employee of Brahma Putra Valley Fertilizer Corporation (BVFCL). This shall supersede all earlier instructions/circulars issued by this Department on the subject and will be effective from 31/08/2023.

Definitions

In these instructions unless there is anything repugnant in the subject or context,

- 1.1 **“Corporation”** means Brahma Putra Valley Fertilizer Corporation Ltd. (BVFCL)
- 1.2 **“The residual value”** also known as salvage value, is the estimated value of a fixed asset at the end of its lease term or useful life.
- 1.3 **“A Company asset”** is an item of value owned by a company
- 1.4 **“The depreciation rate”** is the total amount depreciated each year, which is represented as a percentage.
- 1.5 **“The written-down value”** (abbreviated as **WDV**) is the depreciated value of an asset (movable or immovable) for purposes of taxation. WDV is a method of depreciation in which a fixed rate of depreciation is charged on the book value of the asset, over its useful life

2.0 Landline Telephones

- 2.1 CMD, Functional Directors & CVO shall be allowed facilities of landline phone at office & residence along with fax/internet as per requirement on actual basis. However, in cases of work exigencies, CMD may relax the provision related to providing of landline telephones to below Board Level employees.
- 2.2 For below Board Level Employees, the HODs of the concerned Departments/sections shall submit a quarterly report to the PR Department on the functional status of the telephones and justification for continuation of the existing connection.
- 2.3 For below Board Level Employees, the HODs of the Departments/sections will certify the landline telephone bills sent by the PR Department on monthly basis and send the certified bill to the Finance Department for payment with a copy to the PR Department.

3.0 Mobile Phone Handset

- The useful life of the Mobile Phone Handset provided under this policy will be considered as three (3) years.
- 'Mobile Phone' includes Mobile Phone and all its accessories.
- It shall be the sole responsibility of the employee to maintain the Mobile Phone Handset in good working condition. Safety of Mobile Phone Handset and company information therein will be the sole responsibility of the concerned employee.
- The Mobile Phone Handset shall be completely owned by the BVFCL till such time the officer deposits its residual value or useful life is over and the officer takes ownership of the same as laid down in this policy.
- All aspects of this policy shall also be applicable on existing Mobile Phone Handsets which were provided as per earlier recommendation referred as above, except the cost ceiling amount. The cost ceiling amount will be effective from the date of issue of this policy.

3.1 Eligibility & Ceiling

Eligibility of Officers	Cost Ceiling Amount of Official
A) CMD	*Up to Rs. 25000/- (Twenty five Thousand only)
B) Functional Directors	* Up to Rs. 22000/- (Twenty two thousand only)
C) GM	* Up to Rs. 20000/- (Twenty thousand only)

*(*The ceiling amount shall be revised based on the Govt. notification issued from time to time. Please refer to the Office Memorandum dated 26th March, 2018 of Ministry of Finance, Department of Expenditure given at Annexure "A").*

Expenditure towards maintenance or replacement of battery of the mobile instrument/instrument will not be reimbursed.

3.2 Mode of Purchase & Reimbursement

- 3.2.1 Procurement of Mobile Phone Handset shall be done by the officer concerned. The Officer can purchase mobile handset costing any amount; but the reimbursement shall be up to the prescribed ceiling limit

mentioned in the Policy. For reimbursement upto the ceiling amount, the concerned officer has to submit the bill at PR Department and after that PR Department shall process for payment.

- 3.2.2 Purchase of Mobile handset with respect to the concerned employee shall be allowed once in 3 years. Next procurement for serving officials will be allowed only after completion of 3 years from the last purchased date as mentioned in his/her service book. PR Department will make necessary entries related to the Mobile Phone Handset, such as, make, sl no, bill no. date of purchase, original cost etc in the records.

3.3 Accounting & Disposal

- 3.3.1 The Mobile Phone Handset cannot be returned to the office under any circumstances. It has to be carried by the officer with him/her upon transfer, retirement and leaving the organization permanently etc.

- 3.3.2 Under no circumstance, the condemnation or write-off etc of the Mobile Phone Handset is permitted under this policy.

3.4 Depreciation of the Mobile Phone Handset

The calculation of WDV/depreciated value to be done as per the following table:

Sl. No.	Time Limit	Written Down Value/Depreciated Value
1	Within One Year	60% of Cost reimbursed by BVFCL to the concerned official
2	One Year and above; but up to two years	40% of Cost reimbursed by BVFCL to the concerned official
3	Two Years and above; but up to three years	20% of Cost reimbursed by BVFCL to the concerned official

After expiry of life span and payment/recovery of residual value, the mobile handset will become property of the concerned officer. The residual value after 3 years will be Rs. 1/-.

4.0 SIM CARD

4.1 ELIGIBILITY

Eligibility of Officers
A) CMD, Director (P), Director (F), Board of Directors, Functional Directors

No SIM will be provided by BVFCL to the officials other than the officials listed above.

4.2 The SIM Card shall be completely owned by the BVFCL till the time the officer deposits it while leaving the organization.

4.3 All aspects of this policy shall also be applicable on existing SIM Cards which were provided as per earlier recommendation referred as above.

5.0 Payment towards Personal Mobile Phone rental / Call Charges

5.1 Eligibility:

5.1.1 Payment towards Personal Mobile Phone rental / Call Charges to be provided to the eligible officers as mentioned at 6.2.

5.1.2 Payment towards Personal Mobile Phone rental / Call Charges will not be admissible in cases of Leave (of any nature) which is more than one calendar month.

5.1.3 This policy shall be applicable to all BVFCL employees.

5.2 Eligibility & Ceiling

Eligibility of Officers	Cost Ceiling Amount of Official
A) CMD/Functional Directors	As per Actual
B) GM, DGM	Rs. 600/- (Six hundred only)
C) Chief Manager / Sr. Manager & equivalent	Rs. 500/- (Five hundred only)
D) Manager / Dy. Manager & equivalent	Rs. 400/- (Four hundred only)
* E) Assistant Manager / Officer / Junior Executives & equivalent	Rs. 300/- (Three hundred only)

* For availing the Payment towards Personal Mobile Phone rental / Call Charges, HoD shall forward their recommendation to PR Department through an application form in the prescribed format given at **Annexure “B”**, for obtaining approval of Competent Authority. The Payment towards Personal Mobile Phone rental / Call Charges will start from the date of receipt of application at PR Department.

Annexure: A

Page 1 of 3

F.No. 24(3)/E.Coord/2018
Ministry of Finance
Department of Expenditure

New Delhi, the 26th March 2018

OFFICE MEMORANDUM

Subject : - Provision of telephone facilities and reimbursements to officers of Government of India.

The Department of Expenditure has from time to time issued instructions on provision of telephone facilities, monetary ceilings on reimbursement to the officers of the Government of India. Given the increasing dependence on telecommunication technology including mobile telephones for carrying out official work, the existing instructions have been comprehensively reviewed, revised and the following instructions are hereby circulated for compliance by all Ministry/Departments, in supersession of all earlier instructions issued by this Department on the subject.

1. Official Telephones

- 1.1 All officers of the level of Deputy Secretary equivalent and above are entitled for office telephone with STD facility. For officers of the level below Deputy Secretary, Ministry/Departments may decide in consultation with the Financial Advisers on providing STD facility depending on their functional requirements.
- 1.2 ISD facility is allowed on official telephones in respect of Administrative Secretaries only.
- 1.3 All other cases for providing ISD facility on official telephone for officers of the level below Secretary to the Government of India may be decided by the Administrative Secretary in consultation with the concerned Financial Adviser.
- 1.4 Administrative Secretary/ Head of Departments may in consultation with the concerned Financial Adviser provide officers below the level of Deputy Secretary official telephones with STD facility on functional basis. This facility should not be given in a routine manner but extreme caution and austerity should be exercised.
- 1.5 Financial Advisors shall submit a half-yearly report to D/o Expenditure on the number of ISD facility concurred/approved during a financial year.

2. Residential telephones

- 2.1 All officers of the level of Deputy Secretary equivalent and above are entitled for one official residential landline telephone with STD facility.
- 2.2 Residential telephone can be allowed to officials below the rank of Deputy Secretary equivalent on functional basis subject to the condition that this facility shall be restricted to 25% of the sanctioned strength of Group 'A' officers in a Ministry/Department. This limit will equally apply to Attached and Subordinate offices.

2.3 ISD facility shall not be allowed on residential telephones.

2.4 Personal staff of Ministers [Private Secretary, Additional Private Secretary and 1st PA of Ministry] and Administrative Secretary [Principal Staff Officer (PSO)/ Senior Principal Private Secretary/ Principal Private Secretary/Private Secretary], Section Officer (Parliament) and Assistant Section Officer (Parliament) are entitled to the facility of one residential landline telephone.

3. Mobile Phone Handsets

3.1 Officers of the level of Secretary and equivalent will be entitled to reimbursement for one mobile handset costing not more than Rs.25,000/- (Rupees Twenty Five thousand only) once during the whole tenure. Global roaming facility shall not be allowed on the mobile connection.

4. Reimbursement of telephone call charges

4.1 Reimbursement of telephone call charges of residential telephone/ mobile phone/broadband/mobile data/data card shall be as per entitlement given below:

Sl. No.	Level/Designation	Limit on reimbursement
1.	Secretary to the Government of India and equivalent level	Rs. 4200/- per month + taxes as applicable
2.	Additional Secretary to the Government of India and equivalent level	Rs. 3000/- per month + taxes as applicable
3.	Joint Secretary to the Government of India and equivalent level	Rs. 2700/- per month + taxes as applicable
4.	Director/Deputy Secretary to the Government of India and equivalent level	Rs. 2250/- per month + taxes as applicable
5.	Below the rank of Deputy Secretary and equivalent to the Government of India (restricted to 25% of the sanctioned strength of Group 'A' officers in a Ministry/ Department/Attached/Subordinate office)	Rs. 1200/- per month + taxes as applicable

4.2 No SIM/data-card will be provided by office.

4.3 There will be no separate ceiling for the landline/ mobile/broadband/mobile data/data card. The amount reimbursable will cover landline and / or mobile /broadband/mobile data/data card connection and shall be limited to the ceiling prescribed or as per actuals whichever is lower. Call charges over and above the ceiling prescribed along with taxes thereon shall be paid by the officers

4.4 The amount shall be reimbursed on submission of bills/receipt by the concerned officer. Officers are at liberty to choose the service provider and the tariff package for residential landline/mobile phones.

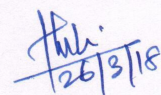
4.5 In case where husband and wife are sharing the same residential landline telephone and both are entitled for reimbursement, only one of them will be allowed reimbursement against the residential landline telephone. The claim for mobile phone charges shall be treated separately for each of the officer subject to the entitled ceiling.

4.6 Reimbursement for mobile will be restricted to the officer in whose name the mobile connection is registered.

- 4.7 The entitlement of an officer drawing pay in a scale intervening between that of Director and Joint Secretary would be at par with that of Deputy Secretary/Director.
- 4.8 Excess expenditure upto 30% of the ceiling amount (applicable to the officer) can be reimbursed to officers of Joint Secretary equivalent and above and also to Private Secretary/ Officers on Special Duty to the Ministers subject to their submitting a certificate, duly justifying that excess expenditure incurred was for official purpose and unavoidable. This reimbursement would require the concurrence of the Financial Adviser concerned and sanction of the Administrative Secretary/ Secretary Equivalent of the Department/ Organization. In so far as Secretary/ Secretary equivalent officer are concerned, they shall be competent to exercise the aforesaid powers in their own cases. The power to sanction this expenditure shall not be delegated.
- 4.9 Telephone reimbursement will not be admissible in cases of Leave (of any nature) and trainings which are for more than one calendar month (s).

5. Mobile Facility during official visits abroad

- 5.1 Officials and delegations visiting abroad for the purpose of short official visits/meeting/conferences/workshops may be provided SIM card by our Mission / Embassy. In case SIM card is not provided by our Mission / Embassy, there will be a monetary ceiling of Rs.2000/- per day for officer above the level of Additional Secretary and equivalent and Rs.1000/- per day for other officers towards reimbursement of call charges.
- 5.2 No mobile phone facility shall be provided during training period whatsoever including training abroad.
6. These orders shall be effective from the date of issue of this Office Memorandum.


26/3/18.

(H. Atheli)
Director

Tel. 011 - 2309 2604

To:

1. All Ministries/Departments of the Government of India
2. All Financial Advisers of Ministries/Department of the Government of India
3. Office of Comptroller & Auditor General of India

Copy to:

NIC Unit, M/o Finance with the request to upload the Office Memorandum on Department of Expenditure website

Annexure “B”

Format for proposing sanction towards use of personal mobile in duties.

Department:

The following officers of the department are required to be using his/her/their personal mobile phone(s) for discharging their assigned duties on regular basis. Brief details of their duties, required use of mobile phone etc. are furnished as per the format below. Thus they may be considered for payment of a fixed monthly amount as admissible to compensate their phone expenses.

Name of Officer & C/E No.	Designation	Duties assigned	Mobile No.	If EPBX connection is Provided or not (Y/N)		Why required to be using mobile phone for official job. A brief duty details must be given	Remarks of DGM/GM(if any)
				Office	Residence		

Proposer (HoD only)

Signature : _____

Name :

Reviewed/Recommended by (GM/DGM)