

Note # 1

E/12980

Placed herewith is a case recommended by the In-charge/HoD of the respective Department, in the prescribed format, for granting reimbursement of monthly expenses towards the use of a personal mobile phone in discharging official duties. The details of the recommended executive, along with the permissible fixed amount per month (effective from the date of approval by the Competent Authority), are enclosed for kind consideration. The executive recommended for monthly phone expense reimbursement is as follows:

Sl No.	Name & E/ No.	Designation	Department	Mobile Number	Proposed amount p/m
01	Gaurav 0313/7649	Officer	Finance	9463565905	300.00

In reference to e-office note E/12317, GM(HR) has advised that the current BVFCL Mobile Reimbursement Policy specifies employees of E3 rank and above are eligible for reimbursement of mobile expenses to undertake official duties. Employees below E3 rank can avail of the benefit only upon recommendation by their respective HoDs in the prescribed format.

However, it has been observed that a significant number of recommendations are being submitted daily for employees of E0 rank and above. This has created operational challenges for the PR Department, as processing these requests and obtaining frequent approvals from the Competent Authority consumes substantial time and resources without yielding proportionate benefits.

To streamline the process and reduce administrative burdens, it is proposed to revise the methodology under the Mobile Reimbursement Policy. The proposal includes making employees of E0 rank and above automatically eligible for mobile reimbursement benefits, eliminating the need for individual recommendations from HoDs.

Key Benefits of the Proposed Change

1. Reduced Administrative Workload: Minimizes daily processing of individual recommendations.
2. Increased Efficiency: Simplifies the reimbursement process for employees and their respective departments.
3. Equitable Access: Ensures uniform eligibility criteria, promoting clarity, fairness and the eligible mobile reimbursement amount shall be shown as a part of CTC structure.

The proposed revision aims to improve overall efficiency and ensure a smoother reimbursement process.

The recommended executive's details are enclosed for reimbursement approval, alongside the proposed methodology change under mobile reimbursement policy for your kind consideration.

New Doc 12-31-2024 12.15.pdf

31/12/2024 12:22 PM
RANJIT RAJKHOWA
OFFICER.

Note # 2



It is submitted above that the HoD (finance) has recommended in respect of Shri Gaurav, Officer (Finance) for granting reimbursement of monthly expenses of personal mobile phone usage towards discharging of official duties under BVFCL Telephone & Mobile Phone facilities & payment towards personal mobile phone rental / call charges (copy attached).

Further, it is proposed to revise the methodology for granting mobile reimbursement automatically to E0 /E1/E2 cadre with cost ceiling amount of Rs.300/- per month.

Submitted for perusal and competent authority approval please.

Telephone Mobile Phone Policy_English (2).pdf

31/12/2024 03:55 PM

ARUN KUMAR W V

DGM HR

Note # 3

The proposal as aforesaid is based on removing the operational difficulties and also make the mobile reimbursement structure more lucrative for new-comers / existing employees who wish to avail the same. There is no bar on such availment, based on functional requirement. The proposal is simply a change in the methodology / procedure hence within the ambit of the existing scheme / policy. Submitted for kind consideration and approval of proposal at note #1 & #2.

31/12/2024 05:46 PM

SAMIT MOHAPATRA

GM (HR)

Note # 4

The proposal is self explanatory. The above recommendation may be considered for approval please.

29/01/2025 05:52 PM

SUBASH CHANDRA DAS

DIRECTOR (FIN)

Note # 5

Approved

29/01/2025 06:43 PM

PRADIP KUMAR BANIK

DIRECTOR (PROD) / CMD ADDITIONAL CHARGE

Note # 6

29/01/2025 06:48 PM

SUBASH CHANDRA DAS

DIRECTOR (FIN)

Note # 7

30/01/2025 09:49 AM

SAMIT MOHAPATRA

GM (HR)

Note # 8

30/01/2025 10:05 AM

ARUN KUMAR W V

DGM HR

