

No. 2-3/2008-PHP  
Government of India  
Ministry of Communications  
Department of Telecommunications, PHP Wing  
516, Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001

Dated the 8<sup>th</sup> October, 2018

CIRCULAR

Sub: Provision of telecom facilities and reimbursements to officers of DoT- regarding

The undersigned is directed to forward herewith a copy of Finance Division O.M. No. 9-35/2017-18-Fin. dated 11.04.2018 on the subject cited above for information/necessary action.

2. Further, it has been decided by the competent authority that provision of Mobile handset reimbursement to all the eligible employees of DoT shall continue as per PHP Section OM No. 15-2/2009-PHP II dated 30.3.2016 irrespective of their opting for Service Mobile Connections either as per PHP Section order no. 3-1/2013-PHP dated 12.2.2013 or Finance Wing O.M. No. 9-35/2017-18-Fin. dated 11.4.2018.

3. In case, eligible officers opt for telecom facilities in accordance with Finance Wing O.M. No. 9-35/2017-18-Fin. dated 11.4.2018, they will be required to disconnect all their Service telecom facilities from PHP Wing, DoT HQ and will have to produce disconnection orders of the same to the concerned authority in order to avail said telecom facility issued by Finance Wing, DoT.

4. This issues with the approval of Competent Authority.

Encl: As above



(Satish Srivastava)  
Section Officer (PHP)  
Tel. No. 23036255

Copy to :

- (i) PS to Hon'ble MOS(I/C), MOC
- (ii) PPS to Secretary(T).
- (iii) PPS to Spl. Secretary(T).
- (iv) PPS to Member(S)/Member(F)/Member(T)/ DG(T), DoT, New Delhi
- (v) Advisor(T)/Advisor(O), Advisor(F) /Legal Advisor/Administrator, USOF/CVO DoT.
- (vi) All Sr. DDG/DDG, DoT HQ.
- (vii) DDG(C&A), DoT HQ.
- (viii) All CCAs/ All LSAs.
- (ix) Director(IT), DoT for uploading the circular on DoT website.
- (x) Guard file.
- (xi) Office Copy

No. 9-35/2017-18-Fin.  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashok Road, New Delhi

Dated 11<sup>th</sup> April, 2018.

OFFICE MEMORANDUM

Please find enclosed herewith Ministry of Finance, Department of Expenditure OM No. 24(3)/ECoord/2018 dated 26.03.2018, wherein the maximum monthly reimbursable amount, towards charges on Residential Telephone/Mobile Phone/ Broadband/Data Card use (for internet purposes), are as under:

Rank/Designation	Ceiling Amt. (Rs.)
1. Secretary to the GOI & equivalent rank	4200+Applicable Taxes
2. Additional Secretary to the GOI & equivalent rank	3000+Applicable Taxes
3. Jt. Secretary to the GOI & equivalent rank	2700+Applicable Taxes
4. Director & Dy. Secretary to the GOI & equivalent rank	2250+Applicable Taxes
5. Below the rank of Dy. Secretary to the GOI (restricted to 25% of sanctioned strength of Gr. 'A' Officers in a Ministry/ Department/Attached/Subordinate office)	1200+Applicable Taxes

2. Eligible officers of Department of Telecom may now opt for either reimbursement of charges on Residential Telephone/Mobile Phone/ Broadband/Data Card use (for internet purposes) Plan as per Deptt. of Expenditure OM quoted above or to avail the facility provided by Department of Telecom vide circular No. 3-1/2013-PHP dated 22.06.2016.

3. In case officers opt to avail facilities according to Ministry of Finance circular vide para 1 above they will have to surrender the Residential Telephone/Mobile Phone/ Broadband/Data Card use (for internet purposes) facilities provided in accordance with DoT Circular No. 3-1/2013-PHP dated 22.06.2016. While submitting their bills/receipts to the concerned DDOs (as per enclosed annexure) for reimbursement as per DoE OM dated 26.03.2018, they will be required to furnish a certificate to the effect that they are not availing Residential Telephone/Mobile Phone/ Broadband/Data Card use (for internet purposes) in accordance with the DoT circular No. 3-1/2013-PHP dated 22.06.2016 as amended from time to time.

4. This issues with the approval of Secretary (T).

  
(Manish Kumar Gupta)  
Director (Finance)

Copy to:

1. Sr. PPS to the Secretary (T),
2. Sr. PPS to the Member (F)/Member (S)/Member (T),
3. Controller General of Communications Accounts,
4. Director General (Telecom)
5. Sr. PPS to the Adviser (F),
6. Sr. PPS to the Additional Secretary (T),
7. Sr. PPS to the Administrator, USOF,
8. PS to Jt. Secretary (A)/Jt. Secretary (T)
9. All Sr. Deputy Directors General, in DoT, HQ/TEC/NTIPRIT New Delhi,
10. Director General, NICF,
11. All Deputy Directors General in DoT, HQ, New Delhi,
12. All Principal Controllers/Controllers of Communications Accounts in DoT,
13. All Heads of LSAs
14. Under Secretary (SEA) for uploading on DoT Website/Guard File

Government of India  
Ministry of Communications  
Department of Telecommunications

CLAIM FOR REIMBURSEMENT OF TELEPHONE CALL CHARGES OF RESIDENTIAL TELEPHONE  
/ MOBILE / BROADBAND / MOBILE DATA / DATA CARD

(Ministry of Finance, Deptt. of Expenditure OM No.24(3)/E.Coord/2018 dated 26.03.2018)

[To be submitted quarterly to Cash Section, DoT/Concerned DDO]

1. Name of Applicant :
2. Designation :
3. Pay Level & Basic Pay :
4. Period of Claim :
5. Limit prescribed by  
MoF OM per Month :
6. Amount Claimed :
7. Leave availed / Training  
undergone, if any,  
during the above period :
8. Details of Bills /  
Receipts Attached :

I certify that I have not availed Residential Telephone/Mobile Phone/ Broadband/Data Card use (for internet purposes) provided by Department of Telecom during the period of this claim.

Date / /

Signature.....

Name.....

F.No. 24(3)/E.Coord/2018  
Ministry of Finance  
Department of Expenditure  
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New Delhi, the 26<sup>th</sup> 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 1<sup>st</sup> 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.

*[Handwritten signature]*

- 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.

*H. Atheli*  
26/3/15

(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