

No. 33-4/2007-SEA-II
Government of India
Ministry of communication & IT
Department of Telecommunications
Sanchar Bhawan, Ashoka road,
New Delhi-110001



Dated 12-01-2007

To

All CCAs
Telecom circles

Sub: Provision of Mobile Handsets against Mobile Service Connections sanctioned by
DOT HQS-regarding.

I am directed to forward herewith a copy of the letter No.03-02/2006-PHP
dt.08-08-2006 issued by PHP section on the above mentioned subject for further
information and necessary action.

by JCEA (Adm)
M. Pandey
(M.P. Pandey) 12/1/07
Asstt. Director General (SEA-II)

No.03-02/2006-PHP
Government of India
Ministry of Communications & Information Technology
Department of Telecommunications
Room No.517, Sanchar Bhawan, Ashoka Road, New Delhi

Dated 8th August, 2006

OFFICE MEMORANDUM

Subject:- Provision of Mobile Handsets against Mobile Service Connections sanctioned by DoT HQS—regarding.

It has been decided that mobile handset to the officers/officials of DoT, for whom the Mobile Service Telephone Connections have been sanctioned by PHP Section, will be provided by DoT subject to the following limits:-

- (a) Officers/officials up-to the rank of JAG--- Up-to Rs.3,000/-;
- (b) Officers of the rank of DDG & Sr.DDG--- Up-to Rs.5,000/-;
- (c) Officers of the rank Advisor and above---Up-to Rs.10,000/-.

3. Following are the guidelines:-

- (i) Mobile handsets may be purchased by the eligible officers/officials once in three years as per above entitlement.
- (ii) Claims, in prescribed proforma, may be submitted to PHP Section for reimbursement.
- (iii) The responsibility of repairing, replacement, warranty, guarantee, theft, quality features etc. lies with the user.
- (iv) The officer/official getting retired is allowed to retain the handset.


08-08-2006
(S.T. Abbas)
Director (PHP)
Tel. 23036028

Copy to:-

1. PPS to Secretary(T).
2. PPS to Member(S)/Member(F)/Member(T).
3. Spl.Secy.(T)/ Administrator(USO-F).
4. Advisor(O)/Advisor(F)/Advisor(HRD) / Advisor(T).
5. All Sr.DDGs/Sr.DDG(TEC)/ Wireless Advisor(WPC).
6. All DDGs/ JS(A)/JS(T)/ Economic Advisor/ Legal Advisor.
7. All Directors/Dy Secys
8. All CCAs/VTM Cells/Electrical & Civil Wing/WMO.

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NO. 3-02/2006-PHP
GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS AND IT
DEPARTMENT OF TELECOMMUNICATIONS
517, SANCHAR BHAWAN, 20-ASHOKA ROAD, NEW DELHI-1


12th October, 2006

OFFICE MEMORANDUM

Subject:- Provision of Mobile Handsets against Mobile Service Connections sanctioned by DoT HQ – regarding.

In continuation to earlier O.M. of even number dated 8th August 2006 issued from this office regarding provision of Mobile Handsets against Mobile Service Connections sanctioned by DoT HQ, the following guidelines shall be followed.

- i. Eligible Officers/Officials may submit the claims, in the prescribed proforma along with original bill of the Mobile Handset, to the General-I Section for reimbursement. The claim shall contain copy of sanction order of Service Mobile Telephone Connection issued by PHP Section.
- ii. General-I Section shall process the claims and issue the sanction to Cash Section for payment as per eligibility.
- iii. General-I Section shall keep a record of all these reimbursements.
- iv. After a period of three years, the eligible Officers/Officials may purchase a new Handset as per entitlement and guidelines prevailing at that time. However, at the time of second purchase the Officer/Official need not required to surrender the old handset as the life span of the handset has been decided as three years.
- v. In case of transfers/deputations, the officers/officials will be allowed to retain the handset. The information of the date of purchase of Mobile Handset and its residual life shall be communicated by General-I Section of DoT to the concerned administrative unit of his/her new place of posting.
- vi. In remote units of DoT, such as VTM Cells and CCA offices, Head of the office may be the authority to sanction the expenditure on Mobile Handset reimbursement as per eligibility.
- vii. The monthly bills of Broadband connections shall be verified by the PHP Section. as per their sanctions, and will be forwarded to Director (T) for processing the payment.
- viii. The expenditure of both handsets & broadband connection shall be charged under office expenses.
- ix. Officers/Officials getting retired within a period of three years from the date of purchase of mobile handset are allowed to retain the handset.


(Misha Bajpai) 12/10/06
Assistant Director General (PHP)
Tel. # 23036027

Copy to: -

1. PPS to Secretary (T).
2. PPS to Member (S)/Member (F)/ Member (T).
3. Spl. Secretary (T)/Administrator (USO-F).
4. Advisor (O)/Advisor (F)/Advisor (HRD)/Advisor (T).
5. All: Sr. DDGs/Sr. DDG (TEC)/Wireless Advisor (WPC).
6. All DDGs/JS (A)/JS (T)/Economic Advisor/Legal Advisor.
7. All Directors/Deputy Secretaries.
8. All CCA & VTM Cells/Electrical & Civil Wing/WMO

FORM FOR REIMBURSEMENT OF MOBILE HANDSET CLAIMS
OF DOT OFFICERS/OFFICIALS

(To be filled-in by the claimant)

1. Name of claimant
2. Employee No.
3. Designation/post held
4. Entitlement for reimbursement
Amount

Particulars of Mobile Handset Purchased

1. Make of Handset
2. Type
3. Model
4. Code(IMEI)
5. S.No.
6. Name and address of vendor/
shop wherefrom Handset has
been purchased
7. Purchase price of Handset
8. Date of Purchase of Handset

CERTIFICATE

Certified that:

- (i) Mobile handset as per above particulars has been purchased by me and the **bill, in original, is enclosed.**
- (ii) GSM Mobile Service Connection has been sanctioned to me vide No..... Sim card has already been issued by BSNL/MTNL and it's indicator No. is.....
- (iii) *No mobile handset has been issued to me by DoT/MTNL/BSNL or *Mobile handset issued to me by DoT/MTNL/BSNL, has already been surrendered by me [surrender certificate enclosed]. * Strike out whichever is not applicable.
- (iv) the information furnished herein, is true and correct to the best of my knowledge;

(Signature of the applicant)
Tel. No.....