

Mobile Phone Recharge Bill Reimbursement Policy

Ver 1.0

DISCLAIMER:

This document is intended for internal use only and for the employees of Ensomerge – Brand owned by Perpetual B2B Sales. The information contained in this manual is correct at the time of publication. This is not a legal document and should not be referred/ circulated/ disclosed/ produced before any outside agencies including banks, stock exchanges, courts etc. The contents of this document are compiled by the management and are subject to review and modifications from time to time based on our internal policies. The same shall be communicated to the employees via email, intranet.

Introduction:

Mobile Phone recharge bill reimbursement policy guideline is to fast track all recharge for work is done when required by an employee without hassle & will be reimbursed back to the employee.

Scope:

This policy applies to all employees of Ensomerge – Brand owned by Perpetual B2B Sales.

General Rules

The recharge that is done should be within and not exceed Rupees ₹300/- per month and bill for the same should be submitted to the IT manager.

In case it exceeds ₹300/- , kindly inform the reason for exceeding through email to IT Manager along with scanned copy /screenshot for the same to be considered.

The reimbursement for the month will be credited along with your monthly salary. Below are some of the examples and scenarios for better understanding.



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Example 1

An employee recharges his /her data /calling pack on **5th of January for 28 days plan** and sends in the recharge bill on the same date, the employee will get the refund or reimbursement in the month of **February 25th (Along with the salary)**.

Example 2

An employee recharges his/her data /calling pack on **1st of January for 28 days** and will be needing another recharge on **29th January** as the mobile plan would have expired sends in the recharge bill on the same date. Post review both the bills will be cleared on the next salary In February 25th (Along with the salary).

Reason for the policy & desired outcome.

The expectation from the policy is to ensure the time of processing for recharge is cut down and work does not get affected. All recharges are done by the employee at the moment its required will enable them to work independently.

Our advice to all on DOs & Don'ts

DOs

- ✓ Do keep all your recharge bills (scanned /screenshot copy) to get the reimbursement.
- ✓ Evaluate on the recharge plans before recharging and pick the best one that is suitable for your nature of work preferably 1GB to 1.5GB/day data pack & unlimited calling is advisable.
- ✓ Best to email as soon as you recharge to avoid loss of bills.
- ✓ Bill emailed should have the number visible along with the date of recharge and the validity of the plan.
- ✓ Maintain a proper subject line and email format

Don'ts

- x Don't recharge more than the capped amount of Rupees 300/- if the recharge plan does not exceed more than 30 days.
- x Don't forget to take screenshot of save bill at the time of recharge. (If done by 3rd Party in shop please get a screenshot of photocopy of the same)

Who is responsible to uphold the policy?

Employee is responsible to provide proper bills to the IT Manager to request for reimbursement.

IT manager is responsible for validating and approving the bills.

HR Manager is responsible to add the information to process it in the salary.

Team Leaders, HR & Managers are responsible to take action or escalate the matter to be handled & resolved.

Date of Policy Effect & Review

The Policy will be Effective 30th March 2022 & will be reviewed on 30th June 2022 for any changes to be made.