

**POWER GRID CORPORATION OF INDIA LIMITED
CORPORATE HR DEPARTMENT**

Ref. No :CC/HR/CC/Policy-3.15/18/

Date : 20.06.2018

CORPORATE HR CIRCULAR NO: 406/2018

Subject : Scheme of Mobile Phone Facility to Executive- Modification thereof.

1.0 For smooth official functioning, employees have been provided mobile/ landline facilities. This scheme was reviewed and it has been decided to incorporate following modifications:

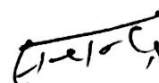
- a) The revised monetary ceiling for purchase of communication items i.e mobile instrument, phablet, tablet, i-Pad shall be as under:

Level	Rate (Rs.) (Excluding all taxes)
Upto E3 (Rs.60000-180000)	13000.00
E4 (Rs.70000-200000) & E5 (Rs. 80000-220000)	16000.00
E6 (Rs.90000-240000)	24000.00
E7 (Rs.100000-260000)	30000.00
E8 (Rs.120000-280000)	40000.00
E9 (Rs.150000-300000)	50000.00

Executives can purchase only one communication items within the prescribed monetary ceiling limit.

- b) The revised monetary ceiling for reimbursement of official call charges and rentals shall be as under:

Level	Entitlement per month (Call Charges + rentals) subject to actual and financial year ceiling limit excluding all taxes. (Mobile & Landline at residence)	
	Per month (Rs.)	Adjustable within an annual ceiling limit of (Rs):
Upto E5 (Rs.80000-220000)	1000.00	12000.00
E6 (Rs.90000-240000)	1500.00	18000.00
E7 (Rs.100000-260000)	2000.00	24000.00
E8 Existing DGM/AGM (Rs.120000-280000)	3000.00	36000.00
E8 Existing GM (Rs.120000-280000)	4000.00	48000.00
E9 (Rs.150000-300000)	Unlimited.	Unlimited.



(2)

- c) Reimbursement towards cost of mobile battery charges stands deleted.
- 2.0 The use of Broadband (including rental) on landline connection and data card service (including rentals) shall be allowed to all executives within the monetary ceiling limit prescribed above at 1.0 (b).
- 3.0 Executives who have already availed the reimbursement of communication items shall be entitled for revised amount mentioned above only after the lapse of two years. Mere change in entitlement on account of change in level, before completion of stipulated life period of communication items would not entitle an executive to change the communication items.
- 4.0 Reimbursement of cost of communication items within the above ceiling limit by the executive shall be made on submission of bill/ cash memo.
- 5.0 All other terms & Conditions of mobile phone facility to executives shall remain unchanged.
- 6.0 The above revision shall come into force with immediate effect.

This issues with the approval of Competent Authority.


20/6/18
(Satish Chandra)

General Manager (HR & Admn)

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