



GUJARAT BOROSIL LIMITED

Subject	Mobile Phone Policy	Effective Date	1 st April 2014
Prepared by	Head HR	Sign	<i>[Signature]</i>
Approved by	Unit Head / Director	Sign	<i>[Signature]</i> <i>[Signature]</i>
Policy No.		Amendment	

A) Eligibility:

An employee will be eligible for a SIM card and /or mobile handset based on business requirements of respective departments specified by Head of Department.

B) Reimbursement for procuring Mobile Handset:

1. An employee who is eligible for a mobile handset is required to fill up Mobile Handset Requisition form (attached as Annexure C) to procure a Mobile Handset. The request shall be approved by Business Head and validated by Administration department. After due approval, the employee shall be allowed to purchase a mobile handset, grade wise maximum cost limit of which is specified in Table-A. The similar process will be applicable even for new employee.

Table -A

Level	Mobile Hand set Entitlement
GM Level	₹ 16,500/-
Manager Level	₹12,500/-
Others	₹ 6,500/-

The employee must procure the handset within 10 days. After purchase, photocopy of the original Tax Invoice along with 'Mobile Handset Requisition Form' shall be submitted to Administration Department and Administration Department will in turn forward it to Accounts Department for reimbursement of the payment.

[Signature]

2. In case of any up-gradation, except from others to Manager level, employee will not be eligible to procure a new handset until the specified life of handset.
3. In the event of separation of the employee from the organization before completion of 2 years of service, the reimbursed amount shall be recovered on pro-rata basis as specified in Table - B.

Table - B

Period of Service	% of Recovery
0 - 1yr	100
1-1.6 yrs	70
1.6 - 2.0 yrs	35
Above 2yrs	0

On completion of 2 years of service in the company, the amount of reimbursement shall be set off. In any case, the handset will not be accepted back by the company.

4. New employee, based on the approval, will be provided with a new sim card by the company designated CUG mobile operator.
5. In Case of employees in other level, company will provide only sim card. Hand set has to be procured by the employees themselves. In case of business exigencies, company will procure a handset for them with the cost limit of Rs.6500/-. This will require a special approval by Unit Head & Head - HR & Admin.
6. In event of loss of the handset, the user shall lodge a complaint at local police station and submit a copy of FIR / Complain to Admin. Department for insurance purpose and procuring a new sim card.
7. An employee is eligible to apply once again for mobile handset reimbursement only after a period of 3 years from the date of receipt of the previous reimbursement. This is for taking care of the eventualities of handset getting worn out due to wear & tear.
8. This policy supercedes all / any mobile phone policy currently in force at GBL. The Management reserves the right to amend / change the policy at any time as deemed fit at its sole discretion without notice.



ANNEXURE: C

MOBILE HANDSET REQUISITION FORM

To
Administration Department

Date: _____

Dear Sir,

I wish to procure a mobile handset as per Mobile Handset Policy. I request your approval on this. In event of my separation from the organization within 2 years of purchase of the handset, I hereby agree to pay back the amount on pro-rata basis as specified in the policy.

Regards,

Signature of Employee: _____

Name: _____

Employee Code: _____

Location: _____

1. Recommended by Immediate Superior (Sign) _____ (Name) _____
2. Authorized by Head of Department (Sign) _____ (Name) _____
3. Approved by Administration Department (Sign) _____ (Name) _____

For Administration Department Only:

Amount to be reimbursed as per policy: _____

Tax Invoice No: _____ Tax Invoice Date: _____

Model No: _____ Serial No: _____

Remarks: _____

Approved by (Administration Representative): _____

Date: _____

[Handwritten signature]