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Version	Date	Approver for Change	Author	Description
1.0	September 1, 09	Prayas Goel & Prerak Goel	Arati Shalak	New policy introduced
1.1	January 28, 11	Prerak Goel	Arati Shalak	Changes in the ceiling limits and approving procedure
1.2	May 8, 13	Prerak Goel	Arati Shalak	Changes in the provisions of buying handset, ceiling limits & approving procedure

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CellPhone Buying/Usage

1. Objective

To outline eligibility, entitlements and procedures for using company sponsored cell phone.

2. Eligibility

All permanent employees of RSS working in the sales and marketing function and in Senior or Top positions. On a need-to basis, individuals in other teams may be considered for company provided cell phone. The guidelines for the same are mentioned below:

- I. Employee does frequent travelling related to office work
- II. Employee is required to be reachable post office hours
- III. Employee is co-ordinating with clients/internal stakeholders where cell phone access is priority

All the above mentioned points will only be taken into consideration with a written consent from the HR head & the respective HOD/Managing Director/s

3. Provisions for Buying the Handset

3.1 Entitlement

1. An employee will be entitled to buy a handset on two occasions:
 - I. A new employee joins the organization at a level entitled for the handset
 - II. If the handset is not in a working condition on expiry of the replacement period (Refer the annexure). The handsets will be assessed by the admin representative to check whether the handset needs to be replaced or not & intimate it to the HR representative. If the HR representative finds the reason for replacement valid enough only then the handsets will be replaced.
2. An employee will be expected to buy the handset as per the ceiling limit (Refer the annexure). The reimbursement amount would be intimated to the accounts representative for buying handset as per eligibility on furnishing of necessary documents by the employee to the admin representative. The guidelines for the same are outlined in the Annexure.
3. Replacement of handset will be done as per the ceiling limits **prevalent at the time of replacement.**
4. In case of any damage to the handset/ accessories (not covered in warranty) / loss of handset/accessories, the employee will be expected to repair/ replace the same with own funds within a week.

5. On exit, the employee has to return the handset (with accessories) and connection in working condition **to the admin representative**. If there is damage the admin representative will assess the handset & inform the HR representative within 7 days & the same will be recovered through full and final settlement.

3.2 Procedure

1. On joining at the positions eligible for buying the handset as per the eligibility clause, the admin representative will communicate the ceiling limit for buying handset at level to the new joiner strictly as per the guidelines mentioned in the Annexure.
2. The new joiner will be expected to acquire a handset **within a week**, register the details with the admin team and intimate their respective HODs. Admin team will maintain records of employees and their handsets with all requisite specifics.
3. Hod will send a mail to all concerned internal people with the contact details of the new joiner.
4. All disputes regarding the handset or reimbursement will be resolved by the HR team, in tandem with the HOD.
5. For employees in teams which are not entitled for cell phone by default, a requisition needs to be sent by the employee to the HOD and HR head. Joint approval is essential for the provision
6. On approval, same procedure as in case of new joiner (points 1-4) will be triggered
7. Replacement procedure -
 - I. Employees, on expiry of the replacement period, whose handsets are not in a working condition, can flag the request for replacement to the admin representative.
 - II. Admin representative will assess the handsets & intimate the HOD of the concerned department
 - III. Once approved by the admin & HOD employee will furnish the necessary documents to the admin representative. The reimbursement amount would be intimated to the accounts representative for buying handset as per eligibility clause & the ceiling limit. The guidelines for the same are outlined in Annexure.
 - IV. Employee will be expected to acquire a handset **within a week**, register the details with the admin team and intimate their respective HODs.
 - V. The handsets will be assessed by the admin representative. Handsets found in working condition will not be replaced.

4. Usage

4.1 Entitlement

1. The company would partner with service providers for special corporate schemes from time-to-time. Employees will be granted connections under schemes prevailing at the time of grant only.
2. For outstation employees not based at HO/Vasai, reimbursements will be made strictly up-to the ceiling limit and only on submission of bills on a monthly basis. All the employees based at HO/Vasai whose cellphone bills come directly to the admin team are not expected to take any action.
3. Any amount exceeding the ceiling limit for bills at the given level will be deducted from the employee's salary of current month.
4. In cases where excess amount is deducted from the salary, the employee can list out reasons why the bills were in excess and send the same to the HOD for approval.
5. HOD will approve & intimate the same to HR.
6. If approval comes from the HOD regarding the excess bill, the incremental amount deducted will be reimbursed in the salary of next month i.e., subsequent to the month of approval.

4.2 Procedure

1. HOD will be responsible to communicate the contact information of the new joiners to all the internal stakeholders. HOD/ Managerial level supervisor will send the contact information to all concerned external parties.
2. For outstation employees, the employee should send bills along with reimbursement amount in the prescribed format to administration team on a monthly basis. If the amount exceeds employee's eligible ceiling limit, the amount over and above eligibility will be deducted from following salary.
3. The bill along with the supporting documents should be sent to administration team with attendance inputs and within the prescribed date. If they are not received within that date, the reimbursement will be made along with next month's salary. Only HR Head can approve exceptions to this guideline.
4. Administration Representative should scrutinize bills and flag any unusual trend to the immediate supervisors. Supervisors will be expected to make appropriate enquiries and advice administration on the processing.

5. All reimbursements will be paid along with the monthly salary. The pay-slip will have a mention of the reimbursed amount. Admin will consider special travel & STD/ISD calls only when explicitly agreed & signed off by the HR head & the respective HOD.
6. **Overseas Travel -**
 - I. For all international travel, admin will process and give a Matrix card to the travelling employee. Employees will have to strictly follow the ceiling limits applicable for incoming calls specified in the annexure. Bills exceeding this limit will be reimbursed only when explicitly agreed and signed off by the HR Head and the HOD/s of the concerned Departments. The use of GPRS should be judicious and minimal such that the bill amount is within the ceiling limit. Kindly refer the annexure for eligibility for GPRS.
 - II. For bills exceeding the ceiling limit applicable, the employee will have to identify personal calls made from his bill. Such amount will be deducted from the bill amount and the rest will be reimbursed.
 - III. While travelling overseas same Indian handsets are to be used. No other handset will be provided.
7. While travelling within India, employees will have to strictly follow the ceiling limits applicable for incoming calls while in roaming as per the cell limits mentioned in the annexure. Bills exceeding this limit will only be reimbursed when explicitly agreed and signed off by the HR Head and the HOD/s of the concerned Departments.
8. No reimbursement will be done for downloading or availing Value Added Services (VAS) such as Mobile TV/Apps/Songs/Movie downloads/Ringtones/Caller Tunes/MMS/Special SMS or any other special feature that has additional charges applicable. Such amount towards any of the above mentioned services will be deducted from the bill and the rest will be reimbursed. Repeat offenders will be subjected to deductions higher than the original bill/prices applicable irrespective of the bill being within the ceiling limit or not, including charges towards incoming calls.

5. Exceptions

All exceptions to clauses mentioned in this policy need to be explicitly agreed and signed off by the HR Head and the Managing Director/s.

Annexure

Cell Limit

Levels	Replacement period	Ceiling Limit for Instrument Price	Ceiling Limit for Cell Phone Bill	Ceiling Limit for Cell Phone Bill (Abroad.)
Top Management (CEO/CFO/GM/Sr.VP/VP/President) Jitesh Khurana (DGM)	3 - years	Upto Rs. 12000/-	Upto Rs 4000	Matrix cards with use of GPRS only on a need-to basis limit upto Rs 300 per day for incoming calls while travelling overseas.

Department - Sales

Zonal Manager	3 - years	Upto Rs 8000/-	Upto Rs 4000	Matrix cards with use of GPRS only on a need-to basis limit upto Rs 300 per day for incoming calls while travelling overseas.
Regional Manager	3 years	Upto Rs 6000/-	Upto Rs 1200 (including roaming charges)	Matrix cards with use of GPRS only on a need-to basis limit upto Rs 300 per day for incoming calls while travelling overseas.
Area Sales Manager	3- years	Upto Rs. 4500/-	Upto Rs 1000 (including roaming charges)	Matrix cards with use of GPRS only on a need-to basis limit upto Rs 200 per day for incoming calls while travelling overseas.
Area Sales Engineer	2- years	Up to Rs. 3000/-	Up to Rs. 700/- (Subject to change as per plan)	Matrix cards with no GPRS use

Department - Services

Levels	Replacement period	Ceiling Limit for Instrument Price	Ceiling Limit for Cell Phone Bill	Ceiling Limit for Cell Phone Bill (Abroad.)
DGM - Vasai	3 - years	Upto Rs 8000/-	Upto Rs 4000	Matrix cards with use of GPRS only on a need-to basis limit upto Rs 300 per day for incoming calls while travelling overseas.
Zonal Manager - Vasai	3 years	Upto Rs 6000/-	Upto Rs 1200 (including roaming charges)	Matrix cards with use of GPRS only on a need-to basis limit upto Rs 300 per day for incoming calls while travelling overseas.
Regional Manager, ATM - Vasai	3- years	Upto Rs. 4500/-	Upto Rs 1000 (including roaming charges)	Matrix cards with use of GPRS only on a need-to basis limit upto Rs 200 per day for incoming calls while travelling overseas.
ATS/Sr. Service Engg - Vasai	2- years	Up to Rs. 1800/-	Up to Rs. 500/- (for services) (Subject to change as per plan)	Matrix cards with no GPRS use
Service Engg - Vasai (Approval Based)	2- years	Up to Rs. 1200/-	Up to Rs. 300/- (Subject to change as per plan)	
All at Site	Tata Table phones	Closed User Group	As per plan	

Other Departments (Approval Based)

Levels	Replacement period	Ceiling Limit for Instrument Price	Ceiling Limit for Cell Phone Bill	Ceiling Limit for Cell Phone Bill (Abroad.)
Sr. Manager / Manager	3- years	Upto Rs. 4500/-	Upto Rs 1000 (including roaming charges)	Matrix cards with use of GPRS only on a need-to basis limit upto Rs 200 per day for incoming calls while travelling overseas.
Assistant Manager / Deputy Manager	2- years	Up to Rs. 3000/-	Up to Rs. 500 (Subject to change as per plan)	Matrix cards with no GPRS use
Executive	2- years	Up to Rs. 1200/-	Up to Rs. 300/- (Subject to change as per plan)	
Office Assistants	-	-	Upto Rs 200/-	
Drivers	-	-	Upto Rs 300/-	