



Objective:

This policy lays down the entitlement and procedure for the usage of Data Card.

Scope:

This policy is applicable w.e.f. 1st august 2015 to all employees of CRG and the group companies, whose work entails requirement of data card for official purpose.

Entitlements:

1. An employee shall be issued data card based on the approval by the SBU Head as well as FinanceController.
2. This device shall be provided for business use only and this is an official asset.
3. Any Loss or damage to the card will be charged to the employee if found to be negligent in ensuring its physical safety.
4. The data card shall not be used for disseminating, viewing, downloading, storing or forwarding potentially offensive information or content, including downloading heavy files like movies, games or using it for voice/ video chat.
5. Before the issuance of the data card, the employee would have to sign the Data Card Declartion Form .

The entitlement for all grades for downloading content through the data card is as given below:

Download Limit 5 GB

1. In case of any download over the above mentioned limit, the same shall be deducted from the Member salary post data usage intimation from the Audit/IT Department.

Exceptions/Deviations:

1. Any exceptions/deviations shall be approved by the SBU Head as well as Finance Controller.

2. After verifying the data usage details/bills, A mail will be sent to concerned CRG Members and SBU Heads for the information.
3. Management reserves the right to modify or terminate this policy without prior notice. This document supersedes all previous policies/guidelines on this subject.