

Issue Date: 17-Aug2019

Effective Date: 17-Aug-2019

Standard Mobile Handset /Data card Hardware Device Policy

Mobile Handset

Employees can purchase own device as per the BIS mobile device policy and can reimburse below amounts for the purchase of new mobile device for company usage with their line manager's approval followed by Financial Controller's approval.

The mobile devices as approved by BIS and limits are as below:

Category	Mobile Handset	Maximum Amount Reimbursable
All SDVS employees (except SLT Members)	Samsung Galaxy J3 or J6 iPhone 7 (32GB)	INR 40,000
All Senior Leadership members	Samsung Galaxy S8, S8+, S9, S9+, Note 8, Note 9 iPhone 7, 7 Plus, 8, 8 Plus	INR 65,000

Also, if any software is to be installed for smooth day to day activities (such as KOI) then one should select the appropriate device with due consultation with line Manger before making purchase. Company will not reimburse for any such 2nd purchase and it must be borne by the employee.

Employees are eligible to claim eligible amount once in 3 years. If any employee is leaving /terminated within this period, prorated amount will be deducted from his/her final settlement.

Line managers as well as Financial Controllers approval along with original invoice should be submitted to finance department with expense claim form.

Any physical damages which are not covered under warranty, any repair charges, any accessories should be directly borne by the employee.

Usage should be governed by Smiths BIS Mobile device policy guidelines.

Data Card

For Data card, as per the telecom policy (attached) employees can select the service provider, purchase and reimburse the expenses on monthly basis.

Employees are only eligible to claim INR 2,000 every two years once for purchase of new data card hardware with their line managers approval along with original invoice should be submitted to finance department with expense claim form.

General

Any deviations to above policy must be duly approved by Finance Controller and Managing director only. The policy will be reviewed and adjusted as per company discretion.


Vikrant Trilokekar
Managing Director


Sandeep Bhatia
Financial Controller