

Mobile Policy

It is applicable to all permanent Employees of Sparkline using company SIM Cards. Policy is framed to guide Issue of Mobile Phones, to fix talk time limits of Mobile Phone and to bring accountability.

CUG connection: - Company will provide the SIM card and the number will be included in the CUG. While parting with the company, the SIM card will be retained by the company while the employee carries the instrument with him.

Limits:-

The limits are fixed for employees based on their need and job description and all employees are expected to use their monthly expenses within the prescribed limits.

Rs. 600/- till probation period then it will be revised by management as per usage as per department and Location.

If the monthly bill exceeds the prescribed limits, then, the same will be deducted from their monthly salary without prior intimation to the employee.

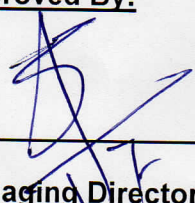
However, if the employee spends more than the prescribed limit for official requirement, then, the same has to be approved by the concerned HOD and MD along with the proof for reimbursement.

Usage:-

All employees are expected to use the mobile for official purpose only and management reserves the right to go through their monthly call history any time.

Employees are expected to keep their mobile phone in "POWER ON" mode always to attend to the calls from the customers and management.

Approved By:



Managing Director

Date