

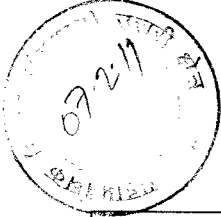
GM(HR)

As discussed

11/2/11

A. C. Salunke

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CORPORATE OFFICE - HR  
INTER OFFICE MEMO

Ref. DP/1/6(D)
Date 24.1.11
From: ED(HR) - CO, New Delhi
To : ED(HR), PL-HO, Noida ED(HR), Mktg.-HO, Mumbai GM(HR), IBP-HO, Mumbai GM(HR), R&D Centre, Faridabad GM(HR)/c, Ref-HO, New Delhi

Sub: Mobile / Cell phone Policy – Cost of Hand-set

- 1.0 In view of technological up-gradations, the existing grade-wise limits upto which officers are provided mobile hand-sets have been reviewed.
- 2.0 The revised limits with immediate effect are Rs.10,000 for officers up-to Gd. C; Rs.14,000/- for Gd. 'D' & 'E' and Rs.16,000/- for Gd.'F'.
- 3.0 In view of the above and as a one-time measure, officers who need to change the mobile phone handset as per the revised ceiling would be allowed to procure a new hand-set on buy back of the existing handset at the depreciated value, subject to the condition that the handset is at least two years old.

(Satish Kumar)  
ED(HR)



Shri S. K. Choudhary Shri. Pannu

11/2/2011



CORPORATE OFFICE - HR  
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L. S. Bhatnagar

11/2

AM (ER)

11/2/11

Ref. DP/1/6(D)
Date 25.1.11
From: ED(HR) - CO, New Delhi
To : ED(HR), PL-HO, Noida ED(HR), Mktg.-HO, Mumbai GM(HR), IBP-HO, Mumbai GM(HR), R&D Centre, Faridabad GM(HR)/c, Ref-HO, New Delhi

Sub: Procedural changes in the Mobile/Cell Phone Policy

Upon review, as a measure of streamlining the procedure the Management has approved the following modifications under the Mobile/Cell Phone policy:

- (i) Due to frequent technological up-gradations, the mobile hand-sets are now getting out-dated at a faster pace. Effective from Financial Year 2010-11, mobile phone hand-sets would be depreciated @ 33 1/3% per financial year.
- (ii) The provisions on buy-back & replenishment of mobile phone hand-set stand modified to the extent mentioned hereunder:
  - a. Replenishment during service would be allowed on buy-back at the depreciated value after 3 years of date of purchase.
  - b. Buy-back at the time of separation (other than in resignation cases), which is compulsory, would be at the depreciated value or Rs.500/-, whichever is lower.
  - c. On resignation from the service or in cases involving dismissal / discharge arising out of disciplinary action, the buy-back would be compulsory at the following value:
    - 100% of the cost of the handset or the prescribed maximum limit, whichever is lower, if separation is within 1 year of purchase.
    - 66 2/3 % of the cost of the handset or of the prescribed maximum limit, whichever is lower, if separation is within 2 years of purchase.
    - 33 1/3 % of the cost of the handset or of the prescribed maximum limit, whichever is lower, if separation is within 3 years of purchase.
    - If separation is after 3 years of purchase, the buy-back would be at the depreciated value subject to a minimum of Rs.500/-.

All other related provisions would continue to be applicable as per existing.

(Satish Kumar)  
ED(HR)

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