

No.7(14)/C&V/2006  
Government of India  
Ministry of Finance  
Department of Expenditure

Dated April 10<sup>th</sup>, 2007

**OFFICE MEMORANDUM**

Sub: Facility of Telephone (landline and/or mobile connection) at the residence in respect of entitled categories of Government employees.

The undersigned is directed to refer to the Department's O.M. of even no. dated 14.11.2006, on the subject mentioned above and to state that clarification have been sought by various Ministries/Departments about certain issues relating with the implementation of the aforesaid O.M. like the number of connections qualifying for reimbursement, whether the taxes applicable were to be paid for by the officer or office, whether the entitlement of the residential telephone is to be regulated by this O.M. etc.

2. The queries/doubts raised by various quarters have been duly examined and the following clarifications are issued:

| Sl. No. | Queries                                                                                                                                                                                                                                                                                                                | Clarifications                                                                                                                                                                                                                                                                         |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | How will the reimbursable amount be calculated if an officer is provided with landline, mobile phone and broadband facility by the Office/Deptt. and the amount of the bills relating to each facility exceeds the prescribed ceiling.                                                                                 | The total expenditure on one or all of the stated facilities should not exceed the ceiling amount applicable in the case of the Officer. No separate ceiling has been provided in respect of the stated facilities individually.                                                       |
| 2       | Is Rs.400/- to be reduced on account of broadband facility be applicable in those cases also where the broadband facility have not been provided by the Office/Department and the Officers have got installed broadband facility on personal landline telephones on their own.                                         | Officers of DS and above level are required to subscribe to Broadband facility and in its absence Rs.400/- shall be deducted/reduced from the ceiling amount. However no individual/separate ceiling has been fixed in respect of the three facilities covered by the overall ceiling. |
| 3       | What will be the reimbursable amount if the Officers provided landline telephone facility at the residence on functional basis by way of taking over their personal landline telephones have got provided broadband facility on their own and the amount of telephone bill furnished is within the prescribed ceiling. | The entire amount shall be reimbursable if expenditure ceiling is observed. Even Officers to whom telephone facility has been provided on functional basis can use mobile phone/broadband facility.                                                                                    |
| 4       | Whether private Service provider are to be allowed in the case of landline telephones also and the Office/Deptt. can provide a telephone connection of private service provider.                                                                                                                                       | Yes.                                                                                                                                                                                                                                                                                   |
| 5       | Whether STD and/or broadband facilities can be made available by the Office/Deptt. on residential telephone of those Officers also who have been provided Official telephone facilities at their residences on functional basis.                                                                                       | The stated facilities can be provided however, expenditure incurred, if any, on providing the same shall be borne by the concerned Official in this case.                                                                                                                              |
| 6       | Whether Officers of the rank of Director/Deputy Secretary or below provided with the facility of residential telephone can avail mobile or broadband facility also within the ceiling                                                                                                                                  | Yes.                                                                                                                                                                                                                                                                                   |

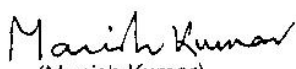
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|    | fixed for each rank.                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                        |
| 7  | Whether the facility of STD is permitted to Officers below the rank of Joint Secretary on residential telephone as per the O.M.                                                                                                                                                                                                                                                            | Yes.                                                                                                                                                                                                                   |
| 8  | Whether the ceiling envisaged will also apply in case of official connections( both landline and mobile) provided to officers ( both entitled and non-entitled ) on functional grounds, the payment of which is made by the Government.                                                                                                                                                    | Yes, regarding the non-entitled Officers the maximum reimbursable amount shall be restricted to Rs.800/-p.m. (as at Sl.No.5 of O.M.) unless a higher rate of reimbursement has specially been provided for originally. |
| 9  | Whether an officer who has been provided residential landline connection by the Office and also uses his own mobile connection apart from the Official phone would be entitled for re-imbursement if the total usage of Official connection plus his own mobile is less than the ceiling fixed.                                                                                            | Yes, subject to production of proper bills/receipts in respect of the facility acquired personally/privately.                                                                                                          |
| 10 | What is the effective date from which the limits laid down on the ceiling amounts are to be observed.                                                                                                                                                                                                                                                                                      | 14.11.2006 i.e.the date of issue of the earlier comprehensive O.M. is the effective date for this purpose.                                                                                                             |
| 11 | Whether the residential telephone facilities to personal staff of Minister will also be governed by the above quoted instructions.                                                                                                                                                                                                                                                         | Yes, if they are entitled for residential telephone facility.                                                                                                                                                          |
| 12 | Whether all Officers below the rank of Deputy Secretary i.e. Group 'A' and Group 'B' gazetted and non-gazetted officials, who have been allowed residential telephone facility by the Department under the 25% restriction instructions can also claim reimbursement of their mobile phone bill subject to overall ceiling of Rs.800/-p.m.                                                 | Yes.                                                                                                                                                                                                                   |
| 13 | Whether re-imbursement can be made to those Officers who are using pre-paid mobile connections and submit re-charge coupons only instead of any proper bills/receipts etc.                                                                                                                                                                                                                 | No                                                                                                                                                                                                                     |
| 14 | Whether re-imbursement is to be allowed only in such cases where the mobile/telephone connection is in the name of the Officer                                                                                                                                                                                                                                                             | Yes                                                                                                                                                                                                                    |
| 15 | Whether the instant O.M. shall apply on those cases where husband and wife are sharing the same residential telephone and both are entitled Officers as per this O.M. In this case whether re-imbursement of the total amount(upto combined ceiling amount) can be made if either the husband or wife submits the combined bills of landline/mobile/broadband facility being used by both. | Yes. A certificate be obtained from the Officer submitting the bill that the other Officer(husband/wife) shall not claim the reimbursement in respect of the same bill.                                                |
| 16 | Whether the Officials, otherwise non-                                                                                                                                                                                                                                                                                                                                                      | Yes, the reimbursable amount in such cases                                                                                                                                                                             |

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|    | entitled, who have been allowed the facility of residential/mobile phone on functional basis like Parliament Assistants and others are also covered by the present O.M.                                                                                                                                                                                                                  | shall be restricted to Rs.800/- i.e. at par with categories at Sl.No.5 in the O.M.                                                                                                                                                                                                                                  |
| 17 | Whether the O.M. envisages payment of taxes on the expenditure incurred on landline/mobile phone/broadband facility by the Officer concerned or the Department.                                                                                                                                                                                                                          | The applicable taxes on the expenditure incurred upto the ceiling amount shall be paid for/reimbursed by the Office. Expenditure incurred if any in excess of ceiling amount shall be paid for by the Officer concerned along with taxes on the same.                                                               |
| 18 | Whether Officers equivalent in rank to Additional Secretary/Joint Secretary/Director/Deputy Secretary to the Government of India are also entitled for mobile connection and broadband connection on their residential telephones.                                                                                                                                                       | Yes, subject to the condition that such an Officer is entitled for the residential telephone facility.                                                                                                                                                                                                              |
| 19 | Whether the broadband installation charges/initiation charges etc. being charged by the service providers for providing this facility are reimbursable by the Department or has to be borne by the individual.                                                                                                                                                                           | In case the telephone has been provided by the Deptt., the installation charges for the same shall be borne by the Deptt.. However in case of personal telephone, the said charges shall be borne by the individual.                                                                                                |
| 20 | Whether the broadband and telephone call charges are to be restricted on only one landline connection.                                                                                                                                                                                                                                                                                   | Yes.                                                                                                                                                                                                                                                                                                                |
| 21 | Whether the reimbursement will be restricted to one landline and/or one mobile connection to each Officer or reimbursement can be made for multiple connections.                                                                                                                                                                                                                         | Re-imbursement shall be restricted to one landline and/or one mobile connection only.                                                                                                                                                                                                                               |
| 22 | Whether the amount of Rs.400/- reimbursable on the broadband facility also include (a) mobile internet connection (b)internet dial up facility (c)through cable operators (d) service providers providing broadband facility without any landline or mobile connection.                                                                                                                  | Yes.                                                                                                                                                                                                                                                                                                                |
| 23 | Whether 'reimbursement' means that the officer concerned has to first pay the bill and then claim the amount paid from office.                                                                                                                                                                                                                                                           | No. The term 'reimbursement' in the context of the referred O.M. means that the payment for expenditure incurred on the indicated telecom facilities shall be restricted to the ceiling amount. It does not seek discontinuation of the practice of office making payment to service providers on receipt of bills. |
| 24 | Whether the entitlement of an officer to the facility of residential telephone is to be decided as per this O.M.                                                                                                                                                                                                                                                                         | No. The O.M. shall not be referred to for the purpose of deciding/determining an officer's entitlement to the residential telephone facility.                                                                                                                                                                       |
| 25 | How will the entitlement of an officer who is drawing pay in an intervening pay scale( higher to pay scale of one of the categories identified in the O.M. but lower than the pay scale of next such category) i.e. officers drawing pay in scales higher than the pay scale of Director but lower than the pay scale of Joint Secy. in the GOI or other such cases are to be regulated. | In cases such as this, the ceiling on expenditure applicable to an officer shall be as provided for in respect of the category drawing pay in the lower scale. Thus the entitlement of an officer drawing pay in a scale intervening between that of Director and Joint secy. shall be at par with that of DS/Dir.  |

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| 26. | Can the officers covered in the O.M. dtd 14.11.2006 also avail facilities like ISD on landline, mobile E-mail devices, etc.                                                                                                                                                                     | No.  |
| 27. | Whether in those cases where an officer has subscribed to broadband facility at his residence though not on a telephone in his name but in the name of one of his family members, full reimbursement (upto the ceiling amount) can be permitted on the landline/mobile connections in his name. | Yes. |

3. All Ministries/Departments may implement the contents of O.M. dated 14/11/2006 read with the aforesaid clarifications. It is reiterated that no additional funds shall be provided for this purpose and concerned ministries/departments/organisations will have to meet all the expenditure on this account within the existing budget for 'Office Expenses - Telephones'.

  
(Manish Kumar)  
Deputy Secretary to the Govt of India

To,

All Ministries/Departments of Govt. of India