

सं. 01/162/2016-सतर्कता /1256
सतर्कता विभाग/Vigilance Department
राष्ट्रीय फैशन प्रोद्योगिकी संस्थान (मुख्यालय), हौज खास
National Institute of Fashion Technology (Head Office), Hauz Khas
नई दिल्ली/New Delhi - 110 016.

कार्यालय जापन / OFFICE MEMORANDUM

दिनांक: 03 दिसम्बर, 2018

विषय:- दूरभाष बिल के प्रतिपूर्ति के संबंध में।
Sub: Reimbursement of Telephone bills - reg.

During Vigilance inspection of various NIFT Campuses, it has been noticed that claims for more than one mobile connection are being made by some officers/faculties and the same is being reimbursed to them subject to ceiling amount.

विभिन्न निफ्ट केन्द्रों के सतर्कता निरीक्षण के दौरान यह ज्ञात हुआ कि कुछ अधिकारियों द्वारा एक से अधिक मोबाईल बिल की प्रतिपूर्ति के लिए दावा किया जा रहा है, जिसे उच्चतम सीमा तक सीमित कर प्रतिपूर्ति दिया जा रहा है।

In this regard attention is invited to the Office Memorandum No. 7(14)/C&V/2006 dated 10.04.2007 of Department of Expenditure (DoE), Ministry of Finance (copy enclosed). The DoE has, vide their said OM, clarified against the query No. 21 that reimbursement shall be restricted to one landline and/or one mobile connection only. Thus, reimbursement for more than one mobile connection is not in accordance with the instructions issued by the DoE.

इस संबंध में आपका ध्यान व्यय विभाग, वित्त मंत्रालय द्वारा जारी कार्यालय जापन सं. 7(14)/C&V/2006 दिनांक 10.04.2007 (प्रति संलग्न) की ओर आकर्षित किया जाता है। व्यय विभाग ने उपरोक्त कार्यालय जापन में यह स्पष्ट किया है कि प्रतिपूर्ति केवल एक लैंडलाइन तथा/या एक मोबाईल संपर्क के लिए सीमित है। अतः एक से अधिक मोबाईल संपर्क की प्रतिपूर्ति व्यय विभाग के द्वारा जारी दिशा-निर्देशों के अनुरूप नहीं है।

Cont'd.../जारी

It has also been noticed in respect of pre-paid mobile users that reimbursement was made to some officers, who had not submitted proper bill/receipt alongwith recharge coupon.

यह भी संज्ञान में आया है कि प्रीपेड मोबाईल उपभोक्ताओं के दावे, जो उचित बिल/पावती तथा रीचार्ज कूपन के साथ नहीं प्रस्तुत नहीं थे, उनकी भी प्रतिपूर्ति की गई है।

In view of above, all Deputy Directors (F&A) and Accounts Officers are advised to ensure strict compliance of the following conditions while making reimbursement for telephone bills:

उपरोक्त को ध्यान में रखते हुए सभी उप निदेशक (वित्त एवं लेखा) तथा लेखा अधिकारियों को टेलीफोन बिल की प्रतिपूर्ति करते समय निम्नलिखित शर्तों की सख्त अनुपालन सुनिश्चित करने की सलाह दी जाती है:

- (i) The landline/mobile connection should be in the name of concerned officer only/टेलीफोन/मोबाईल संबंधित अधिकारी के नाम से जारी किया गया हो;
- (ii) The total expenditure on one or all the facilities (landline, mobile phone and broadband) should not exceed the ceiling amount applicable in the case of the officer/ कुल व्यय एक अथवा सभी सुविधाओं (लैंडलाइन, मोबाईल तथा ब्रॉडबैंड) के लिए अधिकारी को देय उच्चतम सीमा से अधिक नहीं हो;
- (iii) Reimbursement should be restricted to one landline and/or one mobile connection only; and/ प्रतिपूर्ति केवल एक लैंडलाइन तथा/अथवा एक मोबाईल के लिए ही सीमित हो: तथा
- (iv) Reimbursement for pre-paid mobile should be made only if the recharge coupon is submitted alongwith proper bill/receipt. Recharge coupon will not be required only in case of online recharge/प्रीपेड मोबाईल बिल की प्रतिपूर्ति तभी हो जब यह रीचार्ज कूपन तथा उचित बिल/पावती के साथ किया गया हो/ रीचार्ज कूपन की अनिवार्यता केवल ऑनलाइन रीचार्ज की स्थिति में नहीं होगी।

संलग्नक: उपरोक्त

मु. सिंह

(सुष्मा सिंह/Sushma Singh)

मुख्य सतर्कता अधिकारी/Chief Vigilance Officer

सभी निफ्ट केन्द्रों के उप निदेशक (वित्त एवं लेखा) तथा लेखा अधिकारी/Deputy Directors (F&A) and Accounts Officers of all NIFT Campuses

प्रति/Copy to:

1. निदेशक (वित्त) निफ्ट मुख्यालय/Director (Finance), NIFT HO
2. सभी निफ्ट केन्द्रों के निदेशक/Directors of all NIFT Campuses
3. पंजीयक, निफ्ट मुख्यालय/Registrar, NIFT HO
4. निदेशक, सूचना प्रौद्योगिकी/Director, IT - निफ्ट की बेवसाईट के सतर्कता कॉर्नर पर उलब्ध कराने हेतु/For uploading under "Vigilance Corner" on the website of NIFT

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

Dated April 10th, 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.

	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 reimbursement 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-imbursment 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-imbursment 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-imbursment 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

	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 for each Officer or reimbursement can be made for multiple connections.	Reimbursement 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 an scale intervening between that of Director and Joint secy. shall be at par with that of DS/Dir.

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
(Manish Kumar)
Deputy Secretary to the Govt of India

To,

All Ministries/Departments of Govt. of India