



Bharat Sanchar Nigam Ltd.

[A Govt. of India Enterprise]

10th Floor, East Wing, Chandralok Building,36, Janpath, New Delhi-1.
[PHA Section]

No.2-22/02-PHA

Dated: 12-07-2007

CIRCULAR No. 14/2007-PHA

Subject: Policy regarding provision of Handsets for GSM Mobile service telephone connections in BSNL.

- Ref.:**
1. 2-7/02-PHA dt.29.8.2002 (Circular No.15/02)-PHA
 2. 2-22/02-PHA dated 24.12.2002[Circular NO.18/02]-PHA
 3. 2-22/02-PHA dated 11.06.2003 [Circular No.5/05]-PHA
 4. 2-22/02-PHA dated 05.08.2003 [Circular No.6/03]-PHA
 5. BSNL/Admn.I/7/1(Pt.) dated 2.09.2004.
 6. 2-22/02-PHA dated 01.04.2005 [Circular NO.4/05]-PHA
 7. 2-22/02-PHA dated 11.07.2005 [Circular No.8/05]-PHA
 8. 2-22/02-PHA dated 10.10.2005 [Circular No.12/05]-PHA
 9. 2-3/2006-PHA dt. 22.12.2006[Circular No.17/06]-PHA
 10. 2-3/2006-PHA dt. 22.2.2007[Circular No.4/07]-PHA
 11. 2-3/2006-PHA dt. 28.2.2007[Circular No.1/07]-PHA

As per the revised policy guidelines for provision of GSM Mobile service telephone connections issued vide letter No.2-3/2006-PHA dt.12.10.2006, mobile handsets are to be provided only to the officers of the level of JAG and above. No uniform policy is, however, being followed with regard to model and cost of these handsets, frequency of replacement and their maintenance. As a result, the field units are following their own policies.

2. The matter has been considered by the management committee of BSNL and it has been decided to follow the uniform policy, as mentioned below, regarding provision of handsets for the GSM mobile service connections to the officers posted in BSNL:-
 - a) No handsets shall henceforth be supplied to BSNL officers for GSM mobile service telephone connections sanctioned to them. Instead, the JAG & above level officers will be permitted to purchase their own GSM mobile handsets within the financial limit prescribed for respective levels and claim the reimbursement from their offices. The following financial limits have been prescribed for this purpose:-

Sl.No.	Level of officer	Financial limit
1.	CMD & functional Directors	Need based.
2.	HAG level officers	Upto Rs.12,000/-
3.	SAG level officers	Upto Rs.10,000/-
	JAG level officers	Upto Rs. 6,000/-

Contd....2/

- b) In case an officer opts for a handset of higher value than his entitlement, the reimbursement will be restricted to his entitlement only and the he will bear the difference himself.
- c) JAG and above level officers, who have been allowed GPRS/MMS facility as per the revised policy for provision of mobile service connections but have been provided with non GPRS/MMS enabled handsets, will for the first time be allowed to purchase new GPRS/MMS enabled handset without fulfillment of condition of three years. The first time entitlement will, however, be reduced by Rs.1000/- in such cases and the present hand set will be allowed to be retained by the concerned officer, irrespective of the residual life of the existing handset. The subsequent replacement shall be allowed for full value as per his entitlement.
- d) In other cases where GPRS/MMS enabled handsets have been provided, reimbursement for replacement shall be allowed only after expiry of three years from the date of issue of present handset.
- a) The reimbursement for subsequent replacement of handset shall be allowed only after three years from the date of previous claim for the handset, on production of bills. Return of old handset need not be insisted at the time of subsequent replacements.
- f) In case of officers joining a station on transfer, claim for purchase of handset shall be allowed on production of self certificate from the officer concerned to the effect that he has not claimed for handset from any of the BSNL units during the previous three years.
- g) The officer concerned will be responsible for the safety of the handset and reimbursement for premature replacement of handset before completion of 3 years period shall not be allowed under any circumstances even if the circumstances were beyond the control of the officer as in case of loss/theft of the handset. The hand set will be maintained by the concerned officer himself at his own cost & expenditure and no maintenance charges (including the replacement of consumables like battery etc.) will be allowed.
- h) As a goodwill gesture, the officers shall be allowed to retain the handset on retirement, including voluntary retirement, without any charges irrespective of whether the period of three years from date of the last claim has been completed or not. Similarly, in case of death of an officer while in service, the mobile handset shall not be recovered.
- i) In case of officers posted in the Corporate office, the bills for reimbursement of the cost of handsets will be submitted to Administration Section. DDG(Admn.) has been designated as the competent authority for sanctioning the bills in this regard and payment will be made by AO(Cash). An authorization for purchase of handset shall be issued by Admn Cell indicating the financial limit, after verifying the particulars of the existing handset (i.e. GPRS/MMS enabled or non GPRS/MMS enabled), date of issue etc., based on which the concerned officer may purchase the handset of his choice and submit the claim for reimbursement.

- j) The CGMs, in the units other than Corporate office, may designate the competent authority for processing bills in respect of officers under their control.

Hindi version of this circular will follow.

Sd/-
[J.S. Tyagi]
Jt.DDG[PHE]

**All Chief General Managers,
Telecom Circles/ Telephone Districts & other Administrative Units.
Bharat Sanchar Nigam Limited.**

Copy for information to:

1. PS to Chairman & Managing Director, BSNL
2. All Directors of the Board of BSNL
3. All Sr. DDsG/ DDsG /Company Secy., BSNL CO New Delhi.
4. DDG(Admn.)/DDG(CA), BSNL CO, New Delhi.
5. Jt. DDG [IT-III] - for BSNL.
6. BSNL Intranet site.
7. DG, P&T Audit, Sham Nath Marg, Delhi.
8. AD [OL] for Hindi Version.
9. Guard file.

Sd/-
[D.K. Kathuria]
ADG[PHA-I]