



NIDMP/1-60/34/HR/P&A/2019

Dated : 27 September 2019

OFFICE ORDER NO. NIDMP/HR/04/2019

Subject : Guidelines on the facility of official telephones and Newspapers at the offices/ residences in respect of Group A Staff members.

Refe : GOI OM No. 24(3)/E.Coord/2018 dated 26.03.2018 &
GOI OM NO. 25(12)/E.Coord-2018 dated 03.04.2018

Communication is an integral element for effective functioning of any organization. In order to extent the provisions laid down by Government of India on the subject matter, the guidelines regarding reimbursement of telephone expenses and Newspaper charges to Officers at National Institute of Design, Madhya Pradesh, are required to be issued.

2. Accordingly, the following instructions are issued for provision of telephone facilities/newspapers and reimbursement to the Officers of the Institute.

I. Policy for official telephones:

(i) **Official Telephone Extension:** All Group A staff members (academic and non-academic) of the Institute holding charge of any Unit/Deptt/Section will be provided with a telephone extension through EPABX system on the office space entitled to them. The expenditure for official works shall be booked under official expenditure.

(ii) One additional additional official telephone extension through EPABX system will be provided at the residences of Director, Registrar, Chief Administrative Officer, Controller of Finance & Accounts and HODs.

(iii) All the other Group A officials also will be provided with telephone extension at office/ residence upon request only with approval of competent authority. However, the expenditure on such telephone extensions shall be included in the over ceiling of telephone/ mobile reimbursement as per Table given in Table at paragraph II.

(iv) **STD Facility:** STD facility will be provided in the offices of Director, Registrar, Chief Administrative Officer, Controller of Finance & Accounts, HODs and all Group A staff members holding charge of any Unit/Wing/Deptt.

(v) For any other official seeking this facility, prior approval of the Director has to be obtained and the expenditure shall be included in the overall ceiling of telephone/ mobile reimbursement as per able given in Table at paragraph II.

(vi) **ISD Facility:** ISD facility is allowed on official telephones of Director, Registrar, Chief Administrative Officer and HODs only. For any other official seeking this facility, prior approval of the Director is necessary.

II. Slabs for reimbursement of telephone/mobile expenditure:

Reimbursement of telephone call charges of residential telephone/ mobile phone/ broadband/mobile data/ data card shall be as per entitlement given below:

Sl. No.	Levels (Group A officials from Level 10 onwards)	Ceiling Amount in Rs.
1.	Level 15	4,200/- p.m+taxes as applicable
2.	Level 14	2,700/- p.m+taxes as applicable
3.	Level 12, 13 & 13-A	2,250/- p.m+taxes as applicable
4.	Level 10 & Level 11	1,200/- p.m+taxes as applicable

III. Slabs for reimbursement of Newspaper Expenses :

In accordance with the provisions laid down in O.M referred above, reimbursement of news paper shall be made at the rates mentioned below based on the certificate given by the entitled officer.

Sl. No.	Levels of officials	Ceiling Amount in Rs.
1.	Level 14	850/- p.m
2.	Level 09 to Level 13	500/- p.m

IV. General Terms and Conditions:

(i) The above slabs of reimbursement of expenditure on residential telephones/ mobile is restricted with an overall ceiling for the official expenditure on the personal mobile/ data card/landline/EPABX extension provided to them on their desk as per applicable provisions.

(ii) The Incharge of IT Section will provide the monthly bill of all landline/mobile phones provided to Group A staff members in their name/ on their desk/ residences to F&A by 25th every month. Any expenditure over and above the ceiling shall be deducted from the salary of the individual.

(iii) The concerned official should certify the bills for necessary reimbursement.

(iv) In case where husband and wife are sharing the same residential landline telephone and both are entitled for reimbursement, only one of them will be allowed reimbursement against the residential landline telephone. The claim for mobile phone charges shall be treated separately for each of the officer subject to the entitled ceiling.


(v) Reimbursement of Telephone expenses will be restricted to the officer in whose name the mobile extension is registered.

(vi) Telephone reimbursement will not be admissible in cases of leave (of any nature) and training which are for more than one calendar month(s).

(vii) The official entitled will need to furnish a certificate as per the format given at **Annexure** to this orders to the effect that expenditure has been incurred on newspaper, on half yearly basis to the office for reimbursement.

(viii) All the other guidelines issued by the Government of India for reimbursement of expenditure are applicable.

3. This is for information and necessary action by all concerned with immediate effect.



(Suresh Chandra Thakur)
Chief Administrative Officer

Annexure : As stated above

Copy forwarded to :

Office of the Director NID, MP
Office of the Registrar
Controller of Finance & Accounts
Head Librarian
Chief Coordinator, Foundation Year
IT Officer NID, MP
Concerned file

CERTIFICATE TO BE FURNISHED ON HALF YEARLY BASIS BY
OFFICERS TO ADMINISTRATION FOR
REIMBURSEMENT OF NEWSPAPER EXPENSES

1. Name of the Applicant : _____
2. Designation : _____
3. Branch/ Office : _____
4. Pay Level & Basic Pay (Rs.): _____

I certify that I have spent Rs. _____ towards purchase of Newspaper(s) for the half year of :

- (i) January-June 20--
OR
(ii) July-December 20--
(only one option to be ticked)

I further declare that :

(i) The Newspaper(s) in respect of which reimbursement is claimed, is/are purchased by me.

(ii) The amount for which reimbursement is being claimed has actually been paid by me and has not/ will not be claimed by any other source.

Date :

Signature :

Name :

CERTIFICATE TO BE FURNISHED ON QUARTERLY BASIS BY
OFFICERS TO ADMINISTRATION FOR
REIMBURSEMENT OF TELEPHONE EXPENSES

5. Name of the Applicant : _____
6. Designation : _____
7. Branch/ Office : _____
8. Pay Level & Basic Pay (Rs.): _____

I certify that I have spent Rs. _____ towards telephone expenses for the quarter of :

- (i) January-March 20----
- (ii) March-June 20-----
- (iii) July-September 20----
- (iv) October-December 20----
(only one option to be ticked)

I further declare that :

- (i) The telephone charges in respect of which reimbursement is claimed, is/ used by me.
- (ii) The amount for which reimbursement is being claimed has actually been paid by me and has not/ will not be claimed by any other source.

Date :

Signature :

Name :