



राष्ट्रीय डिजाइन संस्थान  
National Institute of Design  
मध्यप्रदेश Madhya Pradesh

(An Autonomous Institution under DPIIT, Ministry of Commerce and Industry, Govt. of India)

Ref. No. NIDMP/1-70/Admin/Telephone-reimbursement

Date: 23.07.2024

**OFFICE ORDER NO. 114/ 2024**

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

**Reference:-** GOI OM No. 24(3)/E.Coord/2018 dated 26.03.2018

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 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 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/Dept/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 official telephone extension through EPABX system will be provided at the residences of Director and other HoDs. However, the expenditure on such telephone extensions shall be included in the overall ceiling of telephone/ mobile reimbursement as per table given at paragraph II.
- (iii) All the other Group A officials may also be provided with telephone extension at office/ residence upon request, with prior approval of competent authority. However, the expenditure on such telephone extensions, if provided at residence, shall be included in the overall ceiling of telephone/ mobile reimbursement as per table given at paragraph II.
- (iv) **STD Facility:** STD facility will be provided in the offices of Director, Registrar, Chief Administrative Officer, Controller of Finance & Accounts and other Group 'A' officials of the status of Deputy

Secretary equivalent or above. For other Group 'A' Officials, the facility may be considered depending upon the functional requirement.

**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 14	3,375/-p.m+ taxes as applicable
2.	Level 12, 13	2,813/-p.m+ taxes as applicable
3.	Level 10 & Level 11	1,500/-p.m+ taxes as applicable

**III. General Terms and conditions: -**

- (i) The above slabs of reimbursement of expenditure on residential telephone/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 provision.
- (ii) No Sim/data-Card will be provided by office except for cases duly approved by the Competent Authority.
- (iii) The amount will be reimbursed on completion of each quarter as per the slabs applicable and on submission of bills/receipt by the concerned officers. The Telephone reimbursement claim form is placed at Annexure 'A'. Officers are at liberty to choose the service provider and the tariff package for residential landline/mobile phones.
- (iv) The concerned official should certify the bills for necessary reimbursement.
- (v) 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.
- (vi) Reimbursement of Telephone expenses will be restricted to the officer in whose name the mobile extension is registered.
- (vii) Telephone reimbursement will not be admissible in cases of leave (of any nature) and training which are for more than one calendar month(s).
- (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. This shall be applicable w.e.f, **1<sup>st</sup> July 2024**.

4. In case of any ambiguity or interpretation of this office order, the OM dated 26.03.2018 and/or any subsequent OMs issued by the DoE, Ministry of Finance will prevail.

5. This Supersedes the earlier Office Order No. NIDMP/HR/04/2019 dated 27<sup>th</sup> Sep 2019, has been issued with the approval of the Competent authority on the subject.



*[Handwritten Signature]*  
23 Jul 24  
Chief Administrative Officer

**Annexure: -** As stated above

**Copy to: -**

1. PA to Director, NID MP
2. Registrar, NID MP
3. CFA, NID MP
4. All employees, for information
5. AE (IT) – for uploading this order on official website of NID MP
6. Office copy



**APPLICATION FORM FOR CLAIMING REIMBURSEMENT TO TELEPHONE EXPENSES**

Name of the Employee	:	
Designation	:	
Employee ID	:	
Department	:	
Pay Level	:	

I certify that I have spent the following telephone expenses:-

Month/Duration	Bill No. & Date	Bill Amount (Inc. all taxes)	Total Claim (Rs)
<b>Total:</b>			

**Declaration:**

- (i) Certified that the above connections are in my name.
- (ii) Certified that the above connections are used by me for Office Purpose – as Mobile Services or as Internet Services.
- (iii) Certified that I have incurred the above expenditure towards telephone charges during the period mentioned above

Date :

Employee Signature :