



STAY CONNECTED - Employee Mobile Sim Card Policy

	Process Owner	Authorized by
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Designation	GM - Administration	Executive Chairman
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No. Of Pages	03	

Objective

Objective of the policy is to facilitate all employees with free mobile SIM connection.

Scope

It covers all permanent employees.

Features

- All permanent employees will be eligible for company mobile connection. Free SIM card with number under company CUG will be issued to the permanent employee.
- Rs. 200 /Month will be reimbursed to the employee towards monthly usage of mobile. Handset will be procured by the employee.
- This scheme will be not applicable to the official mobile users and their reimbursement will be done at actual as per company mobile policy.

Standard Operating Procedure

- The process starts with providing a Mobile SIM card to the permanent employee once he/she joins the company.
- Rs. 149 CUG plan will be given to the employee with below features;

Monthly Rental	149.00
Local Call rates	
CUG	FREE
Vodafone to Vodafone	0.30
To Other Mobiles	0.40
To Landlines	0.50
STD	
CUG	0.50
V2V	0.50
To Other Mobiles	0.60
To Landlines	0.60
SMS	
Local	0.30
National	0.30
International	5.00
Roaming National	
On-Net	1.00
Voice Minutes	300 Local + STD minutes Free
SMS	200 Local & National SMS Free

- Handset will be procured by the user.
- Company will pay bill amount of Rs. 200/month per employee towards mobile usage. Bill amount above Rs. 200 will be borne by the employee and same would be deducted from the salary.
- In case of the employee separating from the organization, card should be returned to the Admin department as a part of clearance process.
- Admin department shall take undertaking from the employee during the issuance of the card. (kindly refer annexure "I")

Company Expectations

The company expects the employee to use the mobile phone in a judicious manner. It should be borne in mind that the mobile facility is extended with a good purpose and should not be misused.

General

This policy supersedes all other policies, procedures and practices prevalent on this subject till date. Company reserves the right to add to, alter or amend, or cancel this policy at its discretion if needed in future.



ANNEXURE "I"

UNDERTAKING

I, _____, do hereby understand and undertake to comply with the following terms and conditions for the mobile connection given to me by the company.

Terms and Conditions:

1. SIM Card is issued to the employee of the company and is not transferable to third party in any manner.
2. Company will pay bill amount of Rs. 200/month towards mobile usage. Bill amount above Rs. 200 will be borne by the employee and same would be deducted from the salary.
3. The employee is solely responsible if the SIM card is misused or lost. In case it is lost then employee shall report the theft or loss of the SIM card to the Admin department immediately.
4. The SIM card is the property of the organization and holds every right to withdraw the same.
5. At the time of the exit from the organization, card should be returned to the Admin department as a part of clearance process.

Employee Code: _____

Designation : _____

Issued SIM No : _____

Signature : _____

Date : _____