



## Mobile Policy

	<b>Process Owner</b>	<b>Authorized by</b>
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<b>Effective date</b>	01 August 2016	
<b>No. Of Pages</b>	05	

### 1. Objective

The objective of the policy is to facilitate key employees to stay connected and enhance their work performance to achieve the business requirements of the company.

### 2. Scope

It covers all eligible employees who need to be contacted on the move/ while on outdoor duty due to the business requirements of the company, subject to the approval of the Head of the department.

### 3. Features

- The facility is position based and not person based and hence it can be withdrawn on the change in nature of the employee's job which does not need a mobile phone.
- For those who are reimbursed Land Line telephone expenses at Residence or for both Land Line at residence and Mobile phone, the reimbursements of Land Line charges would be discontinued henceforth. If the Land Line Telephone at Residence is company provided, the employee has the choice of getting it transferred to his name or else surrender it to the company.
- The company's Admin department shall be responsible for deciding the service provider and the tariff plan. Employees under no circumstances shall procure the card.
- The roaming facility will be given to employees needing the same, subject to the anticipated business usage after the approval of HOD.

#### 4. Standard Operating Procedure

- The process starts with the employee raising a requisition in the prescribed format (refer Annexure I) for a Mobile Phone and a SIM card to the Admin department. Employee should take approval of respective HOD on the same before submitting to the Admin Department.  
The said requisition form also has an undertaking which shall be executed by the employee.

#### SIM Card

- Admin Department will then procure the SIM card and make it available to the employee.
- No reimbursements against mobile phone usage bills would be made from personal numbers even if the calls are made for official purpose.

#### Mobile Phone Instrument

- The eligible employees shall be given financial support once in a block of two years to purchase Mobile Phone Handset as per the limit specified below. The block of two years start from the date on which the mobile phone instrument is purchased as it reflects on the corresponding bill.
- The handset is to be purchased by the employee himself and will get the reimbursement for the same on rendering the bill to the Admin department.
- The bill should contain all details of the instrument like Brand, Model No., Date of Purchase, amount paid etc.

The “Mobile Phone Purchase Assistance” limits for the block of two years are given below:

Grade	Mobile Phone Purchase Assistance
C-8 - C-11	Rs 10000 (All Inclusive)
C-4 - C-7 14 - 19 5-A, 6-A, 6-B,7-B	Rs 6000 (All Inclusive)
C-2 - C-3 12 - 13 4-A, 5-B	Rs. 3500 (All Inclusive)
Others	Rs. 2500 (All Inclusive)

An employee procuring a handset beyond the eligibility specified above, such excess shall be borne by the employee.

- International Roaming eligibility extended to Executive Chairman.
- ISD facility for C-8/18 and above (with prior approval).
- GPRS facility to C-8 and above with limited DATA plan.

### 5. Loss or Damage of the card/Instrument

- In case of Loss or damage of the card/Instrument the employee should inform Admin department immediately.
- The employee shall pay for the replacement card/Instrument if any cost is involved.
- Insurance, if any, shall be borne by the employee.

### 6. Surrendering the card / Mobile Phone Instrument

- The card/Instrument is extended to eligible employees at the discretion of the management depending on the nature of the work and could be withdrawn at any given time in future.
- In case of the employee separating from the organization, card should be returned to the Admin department as a part of clearance process.
- In case of the facility being withdrawn or employee separating from the organization, the employee may keep the instrument by paying back the company the depreciated amount on a pro-rata basis for the reimbursement made by the company towards the purchase of the same.

### 7. Rejoining the mobile phone instrument purchase scheme

The eligible employee will be entitled to rejoin the scheme after the completion of two year tenure and on verification by Admin department.

### 8. Reimbursement Limits

The account shall be established in the name of individual employee. The reimbursements of Mobile Phone usage bills will be on actual and maximum to the limits specified below:

Grade	Mobile Phone usage bills reimbursement(Max limit per month)	Personal calls Limit
C-8 - C-11	At Actual	At Actual upto Rs. 300
C-5 - C-7 14 - 19	At Actual upto Rs. 1500	At Actual upto Rs. 200
C-2 - C-4 12-13 5-A, 6-A, 6-B, 7-B	At Actual upto Rs. 1000	At Actual upto Rs. 100
C-0 - C-1 2-A - 4-A, 3B - 5B	At Actual upto Rs. 700	At Actual upto Rs. 100
Others	At Actual upto Rs. 500	At Actual upto Rs. 100

The employee shall have no interface with the service provider. Admin department shall certify the bill and the accounts department shall directly settle the same.

## 9. Company Expectations

- All employees who have the company mobile phones should keep their mobiles switched ON between 8.00 am to 9.00 pm on all working days & between 10.00 am to 6.00 pm on off days / holidays compulsorily. After these hours the employees are expected to keep the mobiles on, based on their responsibility.
- The mobiles should not be switched off under any circumstances during the working hours.
- 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 for functional efficiency and should not be misused. Personal calls if any should be kept to a minimum acceptable limit.

## 10. 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

#### MOBILE PHONE REQUISITION FORM

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Grade : \_\_\_\_\_ Location: \_\_\_\_\_

Emp Code: \_\_\_\_\_

To,  
The Admin Department.

Sub: Request for a card under Mobile Phone Policy.

Dear Sir / Madam,  
I request you to provide me with a mobile phone for official use.

I undertake the following to the company:

- 1) I have read all terms and conditions of the policy and I agree to, accept and abide by all the terms and conditions laid down by the company in this policy and amendment if any, thereof.
- 2) I understand that the company is extending this facility to me depending on the nature of my work and this facility can be withdrawn at any given time in future.
- 3) If the card and/or instrument is lost or damaged, I understand that I may be required to pay for the replacement.
- 4) If the facility is withdrawn or I terminate the employment with the company, I shall return the card to the Admin department. I may choose to keep back the mobile phone instrument by paying the company the amount calculated on pro rata basis for the reimbursement made by the company towards the purchase of the same.
- 5) Roaming Facility Needed : Yes / No

Yours faithfully,

Approved by,

Signature of the employee

Signature of the HOD

Date: \_\_\_\_\_

Date: \_\_\_\_\_

.....  
*(For Internal use by Admin Department)*

Mobile Number : \_\_\_\_\_

No. of the SIM card: \_\_\_\_\_

Service Provider : \_\_\_\_\_

Date of Purchase of Instrument : \_\_\_\_\_

Model of the Instrument : \_\_\_\_\_

Reimbursement Amount : \_\_\_\_\_

Signature of Authorized Person : \_\_\_\_\_