



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड

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दिनांक: 30.06.2023

कार्यालय आदेश/Office Order

विषय: एसपीएमसीआईएल दूरभाष नीति-2023/ SPMCIL Telephone Policy-2023.

सक्षम प्राधिकारी द्वारा दिये गए अनुमोदन के उपरांत, एसपीएमसीआईएल दूरभाष नीति-2023 को सभी नौ इकाइयों और निगम कार्यालय के कार्यपालकों के लिए कार्यान्वयन हेतु अधिसूचित किया जाता है। यह इस विषय पर जारी किए गए पूर्व परिपत्र/अनुदेशों, यदि कोई हो, को अधिक्रमित करेगा।

Consequent upon approval accorded by the Competent Authority, the SPMCIL Telephone Policy-2023 is hereby notified for implementation for Executives by all the nine Units and Corporate Office. It shall supersede earlier circular/instructions, if any, issued on the subject.

संलग्न: उपरोक्त

प्रकाश कुमार
(प्रकाश कुमार) 30/6/23

संयुक्त महाप्रबंधक (मा.सं.)

प्रति/To,

सभी मुख्य महाप्रबंधक/All CGMs

टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill

प्रतिलिपि/Copy to:

- अध्यक्ष तथा प्रबंध निदेशक एवं निदेशक (मा.सं.) कार्यालय/Office of Chairman and Managing Director and Director (HR)
- निदेशक (वित्त) कार्यालय/मुख्य सतर्कता अधिकारी कार्यालय/Office of Director (Finance)/Office of Chief Vigilance Officer
- मुख्य महाप्रबंधक (कोविड/मा.सं.)-निगम कार्यालय/ CGM (Covid/HR)- Corporate Office
- महाप्रबंधक (वित्त/सू.प्रौ./तकनीकी)/ GM (Finance/IT/Technical)
- संयुक्त महाप्रबंधक (वित्त/मा.सं./ तकनीकी)/कंपनी सचिव/Jt. GM (Finance/HR/Technical)/Company Secretary

SPMCIL TELEPHONE POLICY - 2023

1.0 SCOPE & COVERAGE

All Executives of the Company including Corporate Office and the Units starting from Assistant Manager (E-1 Level) in the IDA pay scale 40,000 to 1,40,000 to the position of Chief General Manager (E-8 Level) in the IDA pay scale 1,20,000 to 2,80,000 shall be coming within the ambit of the "SPMCIL Telephone Policy 2023. Chief General Manager on Deputation in SPMCIL will be covered under this policy. The policy covers reimbursement of charges towards mobile, landline and broadband.

2.0 COST OF MOBILE PHONE INSTRUMENT

The Mobile phone instrument may be procured by the individuals themselves and the cost of instrument shall be reimbursed against the self-certified receipt, limited to the following amount:

S.No.	Designation/Level	Mobile Phone* (in Rs.)
i.	Chief General Manager (E-8)	24,500/-
ii.	General Manager(E-7)/Addl. General Manager (E-6)	20,000/-
iii.	Jt. General Manager(E-5)/Dy. General Manager (E-4)/Manager (E-3)	16,500/-
iv.	Dy. Manager(E-2)/Assistant Manager (E-1)	11,000/-

*Inclusive of all taxes.

3.0 RESIDENTIAL LANDLINE/DATA CARD/MODEM/INSTRUMENT COST:

- The residential landline telephone instrument may be procured by the individuals themselves and the cost of instrument shall be reimbursed against the self-certified receipt limited to Rs. 2000/- (Two thousand only) including taxes.
- One time registration charges shall be reimbursed by the office as per the actual for landline telephone.

4.0 PERIOD OF REIMBURSEMENT

The reimbursement towards subsequent procurement of a new mobile phone and landline telephone instrument will be made only after completion of 3 years from the date of earlier purchase.

Signature
3/6/23

5.0 RECOVERY

In case of retirement/transfer out of SPMCIL before completion of 3 years, the Executive can retain the mobile/landline instrument with the following recovery:

Before one year	- 60% of the Amount reimbursed*
After One year	- 30% of the Amount reimbursed*
After two year	- Nil

(*) Since the cost of purchase may be more but the payment will be made only restricting up to maximum permissible limit.

6.0 REPAIR/MAINTENANCE COST

Repair and maintenance will be allowed during codal life of 3 years irrespective of number of repairs within overall ceiling of 20% of amount reimbursed for mobile phone.

- 7.0** Mere change in entitlement due to promotion etc. before completion of the stipulated 3 years period shall not entail the Executive to change the instrument(s).
- 8.0** The HR Department at respective Units and Corporate Office will maintain the records of date of purchase of mobile/ landline telephone instrument(s) etc. and the reimbursement claim shall be authorized after the bill duly certified by the concerned Executive is submitted.
- 9.0** The Executives who have claimed the benefit under SPMCIL Telephone policy 2010, shall not be entitled to claim benefit of SPMCIL Telephone policy-2023 before the expiry of three years from the date of earlier purchase.
- 10.0** The Executive who has given resignation shall not be eligible to buy new mobile/landline instrument.
- 11.0** The Executive, whose superannuation is due in next six months, shall not be eligible to buy new mobile/landline instrument.
- 12.0** The entitled Executive can purchase mobile/landline/broadband of their choice from any private/public outlet or online. The GST invoice shall be in the name of "SPMCIL-name of the employee".
- 13.0** The concerned Executive shall submit GST invoice (with self-certification) for reimbursement within 30 days from the date of purchase to the concerned section.

30/6/23

14.0 MONTHLY CEILING ON MOBILE/LANDLINE/BROADBAND

The monthly ceiling limit for reimbursement of expenditure towards official usage of mobile phone, residential landline and broadband (three services inclusive) shall be as under:

S.No.	Designation/Level	Monthly ceiling for Mobile Phone/ Residential Landline /Broadband (in Rs.)
i.	Chief General Manager (E-8)	4,000/-
ii.	General Manager(E-7)/Addl. General Manager (E-6)	3,000/-
iii.	Jt. General Manager(E-5)/Dy. General Manager (E-4)/Manager (E-3)	2,000/-
iv.	Dy. Manager(E-2)/Assistant Manager (E-1)	1,500/-

15.0 CONTROL MECHANISM

The actual amount or the amount up to the above limit whichever is less will be reimbursed to the Executive on submission of the postpaid bills issued by the concerned service provider. No clarification will be required up to the prescribed upper limit.

16.0 SAVING CLAUSE

The CMD reserves the right to withdraw, amend or modify the "SPMCIL Telephone Policy-2023" as deemed fit.

17.0 DATE OF EFFECT

The SPMCIL Telephone Policy-2023 comes into force with immediate effect with the changes made. It shall supersede earlier circular/instructions, if any, issued on the subject.

Sumit Singh
30/6/23