

CENTRAL WAREHOUSING CORPORATION

(A Government of India Undertaking)

4/1, Siri Institutional Area, HauzKhas, New Delhi - 110016

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No.CWC/I-Mobile Phone/Admn

Dated 17.02.2016

CIRCULAR

The policy of provision of Mobile Phones to the officers of the Corporation has been revised, with the approval of Executive Committee in its 205th meeting held on 25.01.2016. As per the new policy, all officers of the rank of SAM and above, all Warehouse Managers irrespective of Cadre and PA/SPA/PS/PPS attached with Chairman/MD/FD/CVO will be entitled for mobile phone handset and mobile phone charges as per the ceiling given below:-

Designation	Entitlement of Mobile Phone charges ceiling per month including internet(Rs.)	Entitlement/Cost ceiling of Mobile handset (Rs.) inclusive of all taxes etc
GM, CE & Equivalent	3000/-*	20000/-
DGM & Equivalent	2700/-*	15000/-
Regional Manager	2700/-*	15000/-
AGM & Equivalent	1800/-*	10000/-
Manager & Equivalent	800/-	8000/-
Incharges of ICD/ CFS/ICP/LCS/PCS Cells (RO)/ Base Depots	800/-	8000/-
2 nd in Command at CFS/ICD/ICP/LCS	500/-	8000/-
SAM & equivalent	500/-	8000/-
Warehouse Manager irrespective of cadre	500/-	8000/-
PA/Sr.PA/PS/PPS attached with Chairman/MD/FD/ CVO	500/-	8000/-

***Combined ceiling for mobile and landline charges for officers already entitled for landline.**

No change is made in the entitlement of Chairman, MD and Director/CVO.

17/02/2016

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Suptd(MIS)
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General Conditions

- 1 The officer can procure the Mobile Handset costing any amount, which may be more or less than the prescribed ceiling amount. However, the amount to be reimbursed shall be equal to the cost of purchase or the prescribed ceiling amount, whichever is lower.
- 2.1 The application for purchase of mobile phone in Annexure-I is to be sent by the concerned officer to Personnel Division for approval. Once the approval is accorded and conveyed by Personnel Division, the Mobile handset can be purchased. In case of RO/CC, the approval will be accorded by RM/CC Head within the framework of approved policy/guidelines.
- 2.2 Officer shall submit his claim in the prescribed format (Annexure-II) along with original paid bill in the name of Central Warehousing Corporation for reimbursement to Personnel Division CO/RO/CC. Sanction order along with the copy of bill for reimbursement of cost limited to the ceiling amount of mobile set purchased by officer shall be issued and provided by Personnel Division (in case of RO/CC with the approval of RM/CC Head) to Finance Division for payment.
- 2.3 The copy of the sanction order will also be endorsed to HOD and Stores In charge in the Purchase Division enclosing therewith the copy of bill for necessary entry in the stores register against the individual. Personnel Division/Stores In charge will invariably mention the details about the mobile phone in NDC in case of superannuation, resignation, deputation etc.

In case of transfer, the official issuing the relieving order shall mention the details of the mobile phone in the relieving order. The transferee RO/CC/CO will make entry in their records accordingly.
- 2.4 Similar procedure will be followed by Establishment/Administration Section, Accounts Section and Purchase Section at Regional Offices/Construction Cells. However in case of RO/CC, the copy of sanction order shall also be endorsed to Warehouse Manager/ Engineer concerned where the individual is posted.
- 3.1 The Personnel Division at C.O. shall make detailed entry in the service record/file. A separate register also to be maintained for the purpose with details e.g. name of officer, designation, CPF code, place of posting, bill number date, amount of bill, amount reimbursed as per entitlement etc.
- 3.2 Finance Division will transfer the written down value of the mobile set through book entry to the concerned Region/CC giving full detail and shall mention the same in the LPC of concerned individual.

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3.3 Similar procedure will be followed by Establishment/Administration Section, Accounts Section and Purchase Section at Regional Offices/Construction Cells.

4.1 Mobile handset will have the life cycle of 03 years and depreciated over a period of 03 years with minimum residual value of Re. 1/- at the end.

4.2 On completion of life of the Mobile handset, officers can pay written down value to own the same. The service record entries of old Mobile Handset shall then be deleted by Personnel Division at CO and Admn/ Estab Section at RO/CC and intimated to Finance Division and Purchase Division of CO/RO/CC

4.3 On expiry of lifespan, i.e. after 3 years from the date of purchase, Mobile Handset shall compulsorily be bought by the concerned officer. The residual value of Mobile Handset will be deposited by the officer or the same will be recovered from the salary of concerned Officer in one installment. Personnel Division will give intimation to Finance Division and Purchase Division regarding expiry of lifespan after verifying the records for said recovery and for necessary accounting as to remove it from books of accounts/Stores records.

4.4 After expiry of lifespan and payment/recovery of residual value, the Mobile Handset will become property of concerned Officer.

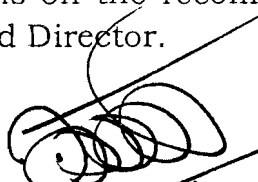
4.5 An Officer can avail this facility again after the expiry of 3 years and after payment of all the dues of previous Mobile Handset for procurement of a new Mobile Handset. The officer, thereafter can also process for procuring a new Mobile Phone as per his/ her eligibility which will be considered and processed as per laid down procedures.

4.6 Similar procedure will be followed by Establishment/Administration Section, Accounts Section and Purchase Section at Regional Offices/Construction Cells.

5 The mobile phone to be purchased by the officers will have the following minimum specifications:-

Display	-	5.0 inch
Ram	-	2.0GB
Internal Memory	-	8.0GB
Mobile to Support	-	3G/ 4G
Operating System	-	IOS/Android/Windows.

6 The mobile phone charges may be extended to some other officers also on need basis on the recommendations of HOD/RM and with the approval of concerned Director.


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- 7 The officer using handset will have to compulsorily acquire the handset on written down value at the time of leaving the Corporation for whatsoever reason including deputation.
- 8 The Mobile Handset to be provided to the eligible officer shall be treated as official equipment in possession of the officer.
- 9 The new recruitee will be eligible for Mobile Handset after completion of probation period.
- 10 The officers who have purchased mobile hand set as per their entitlement under previous policy will have the option to deposit the WDV of that mobile set and apply for new mobile hand set as per their entitlement under this policy.

Others:-

1. The Ceiling fixed for Phone charges are inclusive of all taxes.
2. For reimbursement of mobile phone charges, the officer has to necessarily obtain postpaid connection with minimum 1GB-3G data plan (internet) and submit claim there against alongwith original receipt of payment and copy of bill until CUG plan is implemented fully in CWC as in arrangement with M/s Railtel Corporation of India Ltd.
3. The Officer will keep their mobile phones ON all the times to facilitate official communication smoothly.

Encl: Annex-I & Annex-II

Yours faithfully,

(A.K. Sharma) 17/02/16

General Manager (Pers.)

Authority:-

Agenda item No.205.4

205th meeting of EC held on 25.01.2016

1. All HODs, CWC, CO, New Delhi.
2. All RMs/SEs/EEs/ROs/CCs CWC.

Copy to:-

1. PPS to MD/Manager to Dir (Pers.)/AM to Dir (Fin), CWC, CO, New Delhi.
2. MIS Division, CWC, CO, New Delhi for uploading the Circular on CWC website.
3. Guard File.

APPLICATION FOR PURCHASE OF NEW MPBILE PHONE HANDSET

1. Name :
2. (i) Personal File:
(ii) CPF Code No:
3. Designation:
4. Place of Posting:
5. Name of the Region:
6. Date of entry in CWC:
7. Whether Probation period:
Closed?
8. Date of Superannuation:
9. Whether any Mobile Phone was
Supplied previously by the
CWC under previous policy?
If so, furnish following details of the laptop
 - (i) Date of purchase :
 - (ii) Cost:
 - (iii) Whether owned after depositing WDV?
10. I certify that the above informations are correct to the best of my
knowledge and belief.

(SIGNATURE OF APPLICANT)

No. _____

Dated: _____

Recommendation of HOD/RM/CC Heads

He/ She may be allowed to purchase the new mobile phone under policy
issued vide circular No.CWC/I-Mobile Phone/Admn. Dated: 16/02/2016.

Signature of HOD/RM/CC Head

ANNEXURE-II

Form for claiming Reimbursement of cost of Mobile Handset

1. Name & Designation:

2. Place of Posting:

3. Approval for the Purchase of Mobile: Letter No. _____
Dated _____ (enclosed Copies)

Cost of Mobile: Bill/Receipt No. _____ dated _____

4.

(Please enclosed original bill/receipt)

5. Make & Model of Mobile
Handset purchased:

I certify that the Mobile Phone handset has been purchased by me as per the details given above and the information given above are correct.

Encl: As above

(Signature)

Dated: _____

Submitted to:

GM (Pers.)/RM/CC Head