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केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC/CO-PD0PLCY/18/2023-PERSONNEL

Dated: 19.01.2024

CIRCULAR

SUBJECT: PROVISIONS OF TELEPHONE / MOBILE FACILITY FOR THE EMPLOYEES OF CORPORATION ...reg.

With the approval of the Board of Directors in its 388th meeting held on 23.12.2023, the Telephone / Mobile Facility for Employees of the Corporation has been revised and is enclosed herewith.

These rules shall supersede all the earlier instructions issued in this regard and shall come into force with immediate effect.

The CUG system shall be applicable on finalization of CUG plan/service provider.

Digitally signed by
SIDHARTH RATH
Date: 2024.01.19
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(Dr. Sidharth Rath)
General Manager (Personnel)

**(Authority: Agenda item No. 388.01
of 388th meeting of the Board of
Directors held on 23.12.2023)**

Distribution To:

1. All HoDs, CWC, CO, New Delhi
2. All Regional Managers, CWC, Regional Offices
3. PPS to MD/ PPS to Dir (M&CP)/ Sr. PA to Dir (Fin)/ PPS to Dir (Pers), CWC, CO, New Delhi
4. Secretary General, Federation of Central Warehousing Corporation Employees Union, New Delhi
5. AGM (MIS), CWC, CO New Delhi- for uploading the Circular on Website

PROVISIONS & USAGE OF TELEPHONE FACILITY FOR OFFICIAL PURPOSES

The provision of Telephone facility at Office and Residence of Central Warehousing Corporation employees shall be regulated as under:

1. **Landline Phones facility:** All Regional Offices and major operating units having EPABX Landline Telephone facility (i.e., the system typically used to manage multiple phone lines and extension numbers within an organization and they often include features such as voicemail, call forwarding, and caller ID) should program them in such a manner that no Telephone Operator/Receptionists is required. Two lines on the EPABX may be kept for in-coming calls dedicated for public enquiry/customer care. For other distribution of lines Regional Manager/unit In-charge may decide in consonance with the instructions laid down hereunder:

S. No.	Level of Officers	Entitlement
1	CVO, Functional Directors & MD	Actual
2	Head of Divisions at Corporate Office	One Direct Land Line connection with STD facility.
3	Regional Managers	One Direct Land Line connection with STD facility
4	In-charges of Warehouse/ ICD/ CFS/ ICP/PCS Cells (RO)	One landline Telephone with STD facility

2. **Internet Services:** MIS Department in Corporate Office/Regional Office shall arrange to provide necessary connection through phone, ISDN, or cable service provider as deemed suitable with the approval of HoD (Personnel) at Corporate Office and Regional Managers at Regional Levels.

3. **Residential Landline Phone/Broad Band Facility:**

- (a) The officers in the grade of E-5 & above shall be entitled for reimbursement of Broadband facility (including Land Line connection) as per the following ceiling limit:

S. No.	Grade of the officer	Entitlement ceiling amount (Excluding GST)	Data Usage Ceiling
1.	Managing Director, Functional Directors & CVO	Actual	-
2.	E-5 & E-6	Rs.1000/-	Unlimited Data upto 200 Mbps speed
3.	E-7 & E-8	Rs.1500/-	Unlimited Data upto 300 Mbps speed

- (b) In case of exceptional circumstances and in exigencies of operational requirements, employees in E4 and below Grade may be considered for the Residential Phone/Broadband facility on recommendation of the Head of the Department/Regional Manager with the approval of Director Personnel.

(c) Wherever, Residential Phone facility is approved for an employee, and if the employee is already having a Telephone connection at his/her residence, which can be used for his/her official purposes, on the request of the employee it may be treated as official. However, the plan will be limited to the ceiling mentioned in para (a) above.

4. Mobile Phones Facility: The Mobile Phones facility may be provided subject to the following conditions:

(a) Closed User Group (CUG) facility for all the employees of the Corporation shall be provided for official purposes. Corporate Office may draw up the distribution, with proper justifications and projected one-time fixed and recurring financial implications.

(b) A Suitable CUG Plan from any authorized service provider(s) shall be decided with approval of the Director(Personnel). The approved plan shall be implemented at Corporate Office and Regional Offices covering all warehouses under their control.

(c) Officers/staff with CUG facility will not be entitled for a separate Mobile connection.

(d) The additional features or value added services shall not be activated/subscribed.

(e) Officers/staff on International official tours shall be eligible for roaming facilities as per the prescribed package. The approval for the same shall be required from Director (Personnel) before activation.

(f) **Mobile Phone Instrument:** Mobile Phone Instrument shall be purchased/reimbursed upto the following ceiling limit and periodicity:

Grade	Cost ceiling of Mobile Instrument (excluding GST)
Managing Director, Functional Directors & CVO	Actual with 3 years life cycle
E-7 & E-8	Rs. 25,000/- with 3 years life cycle
E-5 & E-6	Rs. 20,000/- with 3 years life cycle
E-1 to E-4	Rs. 15,000/- with 3 years life cycle
S-I to S-VI	Rs. 10,000/- with 3 years life cycle

Note:

(i) Employees can procure the mobile hand-sets costing any amount, however reimbursement shall be restricted to the ceiling limit as above or the actual price whichever is lower. Necessary record shall be maintained with the Administration section of CO/Establishment Section of RO.

(ii) Name & the GST number of the Corporation shall be mentioned on the Purchase Invoice of the equipment and amount exceeding Rs 10,000/- shall be invariably be done in any mode of payment other than Cash payment.

- (iii) The responsibility for the maintenance/repair/insurance of the Mobile Instrument shall be with the individual employee during the life cycle of the instrument.
 - (iv) On completion of 3 years life span from the date of purchase, the officials may again purchase new Mobile instrument without surrendering the old instrument. No Written Down Value (Residual value) shall be required to be deposited by the employee.
 - (v) In case of transfer of the employee, the equipment in possession of the employee shall be recorded on the relieving order for record at the joining region/centre/office.
 - (vi) The mobile hand-set shall be kept switch-on all time for smooth official communication.
 - (vii) In case of resignation/superannuation before the completion of three years, recovery of Mobile Phone instrument shall be made on pro-rata basis. However, no recovery shall be made in case of death of employee.
- 5.** In case of any clarification, interpretation of these rules shall be done by the Director (Personnel).
- 6. Power to amend/modify/relaxation:** Managing Director may relax any of these guidelines as and when deemed necessary. Board of Directors may modify, amend and/or append these guidelines as and when deemed necessary.
