



MAHARASHTRA METRO RAIL CORPORATION LIMITED
(A JOINT VENTURE OF GOVT. OF INDIA & GOVT. OF MAHARASHTRA)

LANDLINE/ MOBILE ALLOWANCE



LANDLINE/ MOBILE ALLOWANCE

1. Only executives are entitled for a **Landline Residential Telephone** with internet. The Facilities and Ceiling limits are as under:

Ser No.	Category	Per Month combined Ceiling limit for residential landing & Data connectivity	Remarks
1.	MD	No Limit	Includes all type of calls (local, STD, ISD) and data usage with broadband connectivity.
2.	Director	No Limit	Includes all type of calls (local, STD, ISD) and data usage with broadband connectivity.
3.	ED/HOD	Rs.2500/-	---do---
4.	AGM/ JGM/ DGM	Rs. 1600/-	Includes all type of call (local, STD) and data usage with broadband connectivity within the ceiling limit. ISD with DO/DE's approval.
5.	Manager/AM	Rs.700/-	
6.	Supervisor	Rs.600/- (Reimbursement only)	To be provided as a special case on administrative ground with the approval DO/DE.

2. The above combined ceiling limit is further subject to following:
- The above combined ceiling limit is for both, residential landline connectivity as well as for the data usage. To provide for the best connectivity and flexibility, the user may choose the data connectivity on the same landline or may opt for a different data service provider. The data connectivity can either be a landline broadband or data card or any other mode. Only post paid connections shall be considered for reimbursement.
 - The ceiling limit is inclusive of any installation charges or data card cost wherever applicable. No reimbursement beyond the combined ceiling limit will be allowed on such account.
 - In case of sanctioned long leave (of 15 days or more), the employee can claim a maximum reimbursement up to 50% of the ceiling limit or actual payments or monthly rentals, whichever is less.
 - If the connection is not in the name of the employee, consent from the original owner is to be submitted at the time of seeking permission.
 - In case of Deputationists, the Landline phones owned by other Government organizations like Railways, RITES, IRCON, CPWD etc. but being used by Maha Metro officers for official purpose (with prior permission of Parent organization), the reimbursement for payments of such telephones can



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be claimed by the user within the combined ceiling limit through self declaration.

(f) In case of Consultant they will be eligible for reimbursement at par with the regular officials in respective categories.

(g) No separate approval will be needed for residential landline/ data connectivity for those covered under this policy. For cases not covered in this policy, the approval for residential landline/ data connectivity shall be required to be obtained by the concerned department.

(h) The residential telephone means a landline phone/ WLL phone. Mobile phone connection does not fall under the category of residential phone.

3. **Mobile telephone: -**

(a) Executives and staff are entitled for Mobile Telephone as per their entitlement and ceiling limit as below:-

Ser No.	Category	Per month Ceiling limit	Remarks
1.	MD	No Limit	With ISD, STD, International and National roaming and data usage.
2.	Director	No Limit	With ISD, STD, International and National roaming and data usage.
3.	ED/ HOD	Rs.2000/-	Includes all type of call (local, STD, national and international roaming, data usage etc.) within the ceiling limit. Exceeding ceiling limit with DO/DE's approval.
4.	AGM/ JGM/ DGM	Rs.1000/-	Includes all type of call (local, STD, national roaming, data usage) within the ceiling limit. Any payment beyond ceiling limit will require Director's approval.
5.	Manager/ AM	Rs.700/-	
6.	All Supervisors including Personnel in supervisory grade	Rs.600/- (Reimbursement only)	
7.	Drivers attached to Directors	Rs.500/- (Reimbursement only)	
8.	Shift mobile telephone for all categories	Rs.1500/- (Minimum required featured handset will be provided)	Includes only calls and SMS.



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(b) On date, Maha Metro has arrangement for provision of CUG connection catering for connections of a particular service provider within entire Nagpur and may not be satisfactory at few locations. To address such issues, the concerned user can opt for alternative service provider using mobile number portability to ensure proper connectivity. These cases will be dealt on case to case basis and will require prior approval of concerned HOD. All Executive/Staff are encouraged to take connections in CUG to avail advantage of CUG; however they can exercise the option of selecting their own service provider.

(c) No separate approval will be needed for mobile/data connectivity for those covered under this policy. For cases not covered under this policy, the approval for mobile/data connectivity shall be required to be obtained by the concerned department.

(d) In case of mobile connectivity to Supervisor, where in it is directed by the MD's approval for mobile connectivity to be up to 70% of the total Supervisor's strength of a department can be deemed given and the powers in this regard are delegated to HODs for approving the mobile connectivity. Employee leaving Maha Metro on repatriation or resigning/ retiring/superannuating and having company owned company paid (COCOP) mobile number will be required to surrender the connection before leaving the organization. The leaving official may request for continuing the same number in his/ her personal and individual capacity for which an NOC will be issued by Maha Metro.

(d) In case of sanctioned long leave (of 15 days or more), the employee can claim a maximum reimbursement up to 50% of the ceiling limit or actual payments or monthly rentals, whichever is less.

(e) Consultants engaged by Maha Metro will be eligible for reimbursement at par with the regular officials in respective category. (Clarification, a DGM consultant will be reimbursed as per the ceiling limit for a regular DGM).

(f) Provision for mobile phone handsets: - Mobile handsets will be purchased by user himself and Maha Metro will reimburse the cost of the handset for those covered in the policy as follows:-

Ser No.	Category	Per month Ceiling limit
1.	MD	No Limit
2.	Director	No Limit
3.	ED/ HOD	Rs.20,000/-
4.	AGM/ JGM/ DGM	Rs.10,000/-
5.	Manager/ AM	Rs.7000/-
6.	Supervisors and below	Rs.5000/-
7.*	Shift mobile telephone for all categories will be provided by Maha Metro.	Minimum required feature handset will be provided.

* for cases covered under SOP.



(g) **Mobile except Shift mobiles:-**

(i) No. mobile handset cost will be reimbursed if the employee is not sanctioned a mobile connection.

(ii) The life of the handsets will be 3 years. During the life of the handset, user will be responsible for its maintenance and upkeep which will also include cost of replacement of battery etc. and will also be responsible for its safety from damage, theft, loss etc. After 3 years of use, handset will be considered as outlived its life. As such, user will be entitled to purchase a new handset and its cost will be reimbursed as above.

(iii) The employee will have to retain the handset for 3 years irrespective of the change in his entitlement on account of his promotion or of any other reason etc.

(iv) However, if the user wishes to change the handset before completion of three years, he/she may do so only after the handset has been used for at least two years from the date of purchase. In such case, the user will only be entitled to the 2/3rd of his/her entitled ceiling limit.

(v) In case of employee repatriation or resigning/retiring/superannuating from Maha Metro, he/ she will have to compulsorily retain the mobile handset. The amount as per WDV (Written Down Value), on the basis of the 33.33% depreciation per year, counted from the date of purchase, will be recovered from the outgoing employee. For calculation of WDV a period of six months or above will be treated as full year. However, the period of less than six months will be ignored. In case of death of the employee, the recovery on account of handset will be waived off.

(vi) In case of loss/theft/damage or defect in the handset before 3 years, user will be liable to maintain the connectivity at his/ her own cost and replacement of the handset will be done only after 3 years of the last purchase.

(h) **For shift mobiles:-**

(i) For all shift mobiles, life of the handset will be considered 2 years as these mobile are used extensively.

(ii) After 2 years of, use, user will be entitled for new handset to be provided by Maha Metro. Handset with basic features will be provided for shift mobiles.

(i) **Mode of payment:-**

(i) All telephone/mobile/handset bills will be processed & paid centrally from the Finance Department in the Metro House.

(ii) All consultancy areas/ projects of Maha Metro outside Nagpur will also be governed by this policy.



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(j) Reimbursement for claims:-

(i) All the reimbursement for monthly mobile bill and residential landline/ data connectivity will be consolidated by respective user's department and will be forwarded to concerned finance department through respective Dy. HOD on quarterly basis by the 10th of successive quarters.

(ii) The user will keep all the original bills (residential/internet/mobile) for claiming the reimbursement of landline/data/ mobile bills in their possession. All such reimbursements (except for handset cost reimbursement) will be through a self declared certificate on quarterly basis as per **Annexure-A** below.

(iii) The user will maintain the records of payment of bills with them for presenting the same as and when needed for the purpose of any audit verification etc.

(iv) The reimbursement claim for handset is to be put up through the controlling officer to the HR Department, substantiated by original bill of purchase duly endorsing that the claim is as per the entitlement and as per time period eligibility of 3 years. Admin Department will make necessary entry in the register maintained at their end. Thereafter, the claim will be sent to book section for providing asset core. After providing asset core, the book section shall send the claim to Finance Department for releasing of payment.

NOTE:- The employee who have been issued or have purchased Mobile Handset shall have to compulsorily retain the same by paying the Depreciated value @ 25% per annum to Maha Metro on the date of relieving, in case they leave the corporation on account of superannuation, resignation, repatriation from deputation etc. before expiry of period from the date of purchase of such item (refer Maha Metro Office Order No. NMRCL/HR/Laptop/Mobile/2016 dated 26.11.2016).

4. INTERPRETATION AND RELAXATIONS:- The decision of the Managing Director of the Corporation, on all interpretations and relaxations to this Policy, will be final. The power to interpret, modify, cancel, relax, and add to or amendment to any of these rules shall rest with the Managing Director, whose decision shall be final.



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Annexure-A

CERTIFICATE

It is certified that I have spent an amount of Rs. _____ on account of residential and mobile phone connectivity provided to me during the quarter (Jan - Mar/ Apr - Jun/ Jul - Sep/ Oct - Dec) as per details given below:-

- (1) Expenditure on mobile connectivity for
Mobile No. _____ Rs. _____
- (2) Expenditure on Residential Landline connection for
Phone No. _____ Rs. _____
and Data connection No. _____ (if any)
- (3) Total amount claimed for Reimbursement Rs. _____

I certify that, I am eligible for Mobile/ Landline connectivity as per policy/ approval and my monthly ceiling for mobile connectivity is Rs. _____ and for Landline connectivity is Rs. _____.

The copies of bills with payment receipts for the above expenditure have been retained by me for presenting the same as and needed for the purpose of any audit verification etc.

I certify that,

- (a) I was/ was not on leave or tour for more than 15 days consecutively _____ days.
- (b) I was/ was not on LWP/ EOL for _____ days.

Dated:

Signature: _____

Name: _____

Designation: _____

Employee No: _____