Government of India
Ministry of Communications & I.T.
Department of Telecommunications
1205, Sanchar Bhawan, 20, Ashoka Road, New Delhi-110 001
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No.3-10/2012-PHP-II 16th October. 2012

CIRCULAR

Sub: Revision in Ceiling limit for purchase of Mobile Handsets against Mobile Service Connections sanctioned by DoT HQs

In partial supersession of this office order No. 03-02/2006-PHP dated 8-8-2006 and No.15-02/2009-PHP-II dated 29th September, 2009 & 14th December, 2009(Copies enclosed); following are the revised ceiling limits for the purchase of mobile handsets, with immediate effect:-

(a) Officers of the rank of JAG and above	---	Up to Rs. 15,000/-
(b) Entitled Officers/Officials upto the rank of STS	---	Upto Rs. 4,500/-
(c) Non entitled officials sanctioned Service mobile connection due to functional need	---	Upto Rs. 4,500/-

2. The above ceiling limits are subject to following terms and conditions:-
   (i) Mobile handsets may be purchased by the eligible officers/officials once in three years as per above entitlement.
   (ii) Claims, in prescribed proforma may be submitted to G-1 Section for reimbursement.
   (iii) The responsibility of repair, replacement, warranty, guarantee, theft, quality, features etc lies with the user.
   (iv) The officer/official getting retired/transferred is allowed to retain the mobile handset.

(A.K. Verma)
Director (PHP)
Tel. No. 23036028

Copy to:
1. PS to MOC&IT
2. PS to MOSC&IT
3. PS to Chairman (Telecom Commission)
4. PS to all Members (Telecom Commission)
5. PS to AS(T)
6. PS to Admn. (USOF)
7. PS to all Advisors, DoT
8. All Sr.DDsG and DDsG, DoT
9. JS (A)/JS(T)
10. All TERMs/CCAs
11. S.O. (G-I), DoT

FORM FOR REIMBURSEMENT OF MOBILE HANDSET CLAIMS OF DOT OFFICERS/OFFICIALS

(To be filled in by the claimant)

1. Name of claimant .....
2. Employee No. .....
3. Designation/post held .....
4. Entitlement for reimbursement Amount .....

Particulars of Mobile Handset Purchased

1. Make of Handset .....
2. Type .....
3. Model .....
4. Code (IMEI) .....
5. S.No. .....
6. Name and address of vendor/ .....
   Shop where from Handset has .....
   been purchased .....
7. Purchase price of Handset .....
8. Date of purchase of Handset .....

CERTIFICATE

Certified that:

(i) Mobile handset as per above particulars has been purchased by me and the **bill, in original, is enclosed.**

(ii) GSM Mobile Service Connection has been sanctioned to me vide No..... dated ..... Sim card has already been issued by BSNL/MTNL and it's indicator No. is.....

(iii) No Mobile Handset has been issued to me by DoT/MTNL/BSNL or Mobile handset issued issued to me by DoT/MTNL/BSNL, has already been surrendered by me [surrender certificate enclosed]. Strike out whichever is not applicable.

(iv) The information furnished herein, is true and correct to the best of my knowledge.

(Signature of the applicant)
Tel. No.....