

Government of India  
Ministry of Communication & IT  
Department of Telecommunications  
516, Sanchar Bhawan, 20, Ashoka Road, New Delhi  
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Dated 30<sup>th</sup> March, 2016

No.15-02/2009-PHP.II

CIRCULAR

**Subject:- Revision in Ceiling limit for purchase of Mobile Handsets against Mobile Service Connections sanctioned by DoT HQs.**

In partial modification to this office letters No. 3-10/2012-PHP-II dated 16.10.2012 (copy enclosed) and 3-1/2013-PHP dated 12.02.2013 (copy enclosed), following are the revised ceiling limits for the purchase of mobile handsets against Mobile Service Connections sanctioned by DoT HQs, with immediate effect:-

- |     |   |   |                   |
|-----|---|---|-------------------|
| (a) | Officers of the rank of JAG and above   | - | Upto Rs. 22,500/- |
| (b) | Entitled Officers/Officials upto the rank of STS [Group B Gazetted and Group A (JTS & STS)] | - | Upto Rs. 7,000/-  |
| (c) | Non entitled Officials being sanctioned Service Mobile connection on functional need basis  | - | Upto Rs. 5,500/-  |

2. Other terms and conditions are same.

*Urvashi*  
30/03/16  
(Urvashi Sangwan)  
ADG(PHP)  
Tele. 23036255

**Copy to :**

1. PS to Hon'ble MOC & IT
2. PPS to Secretary (T)
3. PS to Member(S)/Member(F)/Member(T)
4. Addl. Secretary(T)/Administrator (USO-F)/Advisor (O)/Advisor(F)/Wireless Advisor (WPC)
5. All Sr. DDGs /All DDGs/ JS(Admn.)/JS(T), DoT
6. All CCAs/TERM Cells/Electrical & Civil Wing/WMO
7. All JAG level officers of DoT
8. G-I Section Section.
9. Spare Copy Guard File

**FORM FOR CLAIMING REIMBURSEMENT FOR MOBILE HANDSET BY DOT OFFICERS/OFFICIALS**

(To be filled in by the claimant)

1. Name of claimant .....
2. Employee No. ....
3. Designation/post held .....
4. Whether entitled or non-entitled category .....
5. Entitlement for Reimbursement Amount .....

**Particulars of Mobile Handset Purchased**

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

**PARTICULARS OF BANK ACCOUNT OF CLAIMANT**

8. Name of the Bank .....
9. Bank Account No. ....
10. Bank's IFSC No. ....

**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 PHP Section's Letter No.....dated ..... (Copy enclosed) Sim card has already been issued by MTNL/BSNL and it's indicator No. is .....
- (iii) I have not been issued any mobile Handset by DoT or its offices/PSUs nor have I claimed reimbursement for Mobile Handset **during the last 3 years.**
- (iv) The information furnished herein is true and correct to the best of my knowledge.

**Date:**  
**applicant)**

**(Signature of the**

**Tel. No.**

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