

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001



परिपत्र सं० ५७१

No. 5-1(43)/2008-PD

Dated 20.4.2009

From

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

To

The Heads of All the Labs./Instts.

Sir,

I am directed to state that in pursuance of Government of India, Department of Expenditure OM No.7(14)/C&V/2006-1/C dated 14.11.2006 and 9.7.2007 (copies enclosed). DG, CSIR, with the concurrence of FA, has been pleased to decide that in CSIR the following category of employees may be reimbursed telephone charges including mobile/broadband charges up to the ceiling amount mentioned below:-

Sl. No.	Rank/Designation	Ceiling Amount (Per Month)
(i)	CSIR Directors/ Scientist 'H' in the Additional Secretary Grade/JS(A)/FA/CVO	Rs.2000/-*
(ii)	Scientist 'G'/Group-IV(6)* i.e. equivalent rank to Joint Secretary to the Govt. of India	Rs.1800/-*
(iii)	Scientists IV(3) to IV(5)/Technical Officer III(6) to III(7)) and officers upto the rank of Dy. Secretary/COA and equivalent	Rs.1500/-
(iv)	Group A officers below the rank of Dy. Secretary/COA (Restricted to 25%)	Rs.800/-

\*As per Ministry of Finance, Department of Expenditure OM dated 9.7.2007 excess expenditure upto 30% of the ceiling amount can be reimbursed to officers of the level of Joint Secretary and above with the concurrence of FA and approval of DG, CSIR subject to submitting a certificate to the effect that excess expenditure incurred was for official purposes and was unavoidable.

2. DG, CSIR has further been pleased to decide that since the internet connection is to promote scientific work and upgradation of skill for scientific and technical staff, telephone/internet facility may be extended to all Scientists Group-IV(1) and IV(2) and Technical officers III(4) and III(5) without the restriction of 25%, and reimbursement may be restricted to Rs.800/-.

3. The above reimbursement will be subject to the following conditions:

- The amount will be reimbursed within the prescribed ceiling on submission of bill/receipt by the concerned officer. There will not be any separate ceiling for land line/mobile/broad band.
- The amount reimbursable will cover land line and/or mobile connection.
- The amount reimbursable is exclusive of all taxes, if any.

- (d) Officers are at liberty to choose any service provider and avail any option for payment within the maximum monthly ceiling.
- (e) It will also include broad band facility or such facilities through which data, voice or image is transferred.
- (f) STD facility on existing telephone may be provided at the residential telephone (in case provided by office), however, there would be no enhancement of ceiling, as prescribed above.
- (g) **No Telephone Connection/Instruments (handset/Mobile) would be provided by the office.**
- (h) The amount reimbursable will be reduced by Rs.400/-per month, if the officers of the rank of Deputy Secretary/COA and above does not have broadband facility at his/her residence
- (i) **Where Internet facility has been provided through office the amount reimbursable will be reduced by Rs.400/- p.m.**

4. The expenditure would be met from the Lab. Fund under Budget Head P-04 within the allocated fund. The excess expenditure, if any, may be met out of project fund or Lab. Reserve.

5. A copy of Ministry of Finance, Deptt. Of Expenditure OM No.7(14)/C&V/2006 dated 10.4.2007 relating to clarifications on various queries and doubts raised on the issue is also enclosed for necessary guidance/compliance.

The above orders will be effective from 1.4.2009.

Yours faithfully,

  
(O.P. Dhawan)  
Under Secretary

Copy to:

1. Sr. COAs/COAs/AOs of all Labs./Instts.
2. Sr.Dy.FAs/Dy.FAs/F&AOs If all Labs./Instts.
3. PS to DG, CSIR
4. US to JS(Admn.)
5. PA to FA, CSIR
6. PA to CVO, CSIR
7. PA to Legal Adviser, CSIR
8. Deputy Secretary (CO)/Deputy Secretary (Complex)
9. Heads, URDIP/IPMD/HRDC/RDPD/TNBD
10. All Dy. Secretaries/Under Secretaries in CSIR Hqrs. & CSIR Complex
11. Heads of HRDG and RAB, CSIR Complex, Pusa, New Delhi
12. Dr. R.B.Misra, Secretary, Staff Side, JCM, Industrial Toxicology Research Centre, Post Box No.80, Mahatma Gandhi Marg, Lucknow – 226 001
13. Head, IT Division with the request to make this circular available in the website.



सं.5-1(43)/2008-पीडी

दिनांक: 20.04.2009

प्रेषक:

संयुक्त सचिव (प्रशासन)

सेवा में,

सभी प्रयोगशालाओं/संस्थानों के प्रधान

महोदय,

मुझे यह कहने का निदेश हुआ है कि भारत सरकार, व्यय विभाग के दिनांक 14.11.2006 और 9.7.2007 के कार्यालय ज्ञापन सं.7(14/सीएण्डवी/2006-1/सी (प्रतियां संलग्न) के अनुसरण में महानिदेशक, सीएसआईआर ने वित्त सलाहकार की सहमति से निर्णय लिया है कि सीएसआईआर में निम्नांकित श्रेणी के कर्मचारियों को निम्नलिखित राशि की उच्चतम सीमा तक मोबाइल/ब्रॉड बैंड प्रभारों सहित टेलिफोन बिल प्रभारों की प्रतिपूर्ति की जा सकती है:

क्रम सं.	रैंक/पदनाम	राशि की उच्चतम सीमा (प्रतिमाह)
(i)	सीएसआईआर के निदेशक/अपर सचिव के ग्रेड में वैज्ञानिक 'एच'/संयुक्त सचिव (प्रशा)/वित्त सलाहकार/मुख्य सतर्कता अधिकारी	रु.2000/-*
(ii)	वैज्ञानिक 'जी'/समूह-IV(6)* अर्थात् भारत सरकार के संयुक्त सचिव के समकक्ष रैंक के	रु.1800/-*
(iii)	वैज्ञानिक IV(3) से IV(5)/तकनीकी अधिकारी III(6) से III(7) और उप सचिव/प्रशासन नियंत्रक के रैंक तक के अधिकारी तथा समकक्ष	रु.1500/-
(iv)	उप सचिव/प्रशासन नियंत्रक के रैंक से निचले रैंक के समूह 'ए' के अधिकारी (25% तक सीमित)	रु.800/-

\*वित्त मंत्रालय, व्यय विभाग के दिनांक 9.7.2007 के कार्यालय ज्ञापन के अनुसार संयुक्त सचिव और उससे ऊपर के स्तर के अधिकारियों को राशि की उच्चतम सीमा के 30% तक के अधिक व्यय की प्रतिपूर्ति वित्त सलाहकार की सहमति और महानिदेशक, सीएसआईआर के अनुमोदन से की जा सकती है बशर्ते वे इस आशय का प्रमाण पत्र प्रस्तुत करें कि किया गया अधिक व्यय सरकारी प्रयोजनार्थ और अपरिहार्य था।

2. इसके अतिरिक्त महानिदेशक, सीएसआईआर ने यह निर्णय लिया है कि चूंकि इंटरनेट कनेक्शन वैज्ञानिक कार्य को बढ़ावा देने तथा वैज्ञानिक और तकनीकी स्टाफ के कौशल का उन्नयन करने हेतु होते हैं, अतः समूह IV(1) और IV(2) के सभी वैज्ञानिकों और समूह III(4) तथा III(5) के तकनीकी अधिकारियों को 25% की सीमा के बिना टेलीफोन/इंटरनेट सुविधा दी जाए तथा प्रतिपूर्ति राशि को रु.800/- तक सीमित किया जाए।

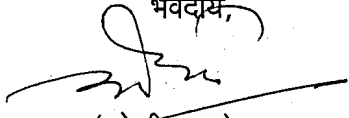
3. उपर्युक्त प्रतिपूर्ति निम्नांकित शर्तों के तहत की जाएगी:-

- (क) संबंधित अधिकारी द्वारा बिल/प्राप्ति प्रस्तुत करने पर निर्धारित उच्चतम सीमा के भीतर राशि की प्रतिपूर्ति की जाएगी। लैंड लाइन/मोबाइल/ब्रॉड बैंड हेतु अलग से कोई उच्चतम सीमा नहीं होगी।
- (ख) प्रतिपूर्ति की जाने वाली इस राशि में लैंड लाइन और/अथवा मोबाइल कनेक्शन सम्मिलित होंगे।

- (ग) प्रतिपूर्ति की जाने वाली इस राशि में सभी कर, यदि कोई हो, शामिल नहीं है।
- (घ) अधिकारी कोई भी सर्विस प्रोवाइडर चुन सकते हैं और वे अधिकतम मासिक उच्चतम सीमा के भीतर भुगतान हेतु किसी भी विकल्प का लाभ उठा सकते हैं।
- (ङ) इसमें ब्रॉड बैंड सुविधा अथवा ऐसी सुविधाएं जिनके द्वारा, डाटा, वॉइस अथवा इमेज ट्रांसफर की जाती है, भी सम्मिलित होगी।
- (च) मौजूदा फोन पर एसटीडी सुविधा आवासीय टेलिफोन पर उपलब्ध कराई जाएगी (यदि टेलिफोन कार्यालय द्वारा उपलब्ध कराया गया है), तथापि, ऊपर निर्धारित उच्चतम सीमा में कोई वृद्धि नहीं होगी।
- (छ) कार्यालय द्वारा कोई टेलिफोन कनेक्शन/इंस्ट्रुमेंट्स (हैंडसेट/मोबाइल) उपलब्ध नहीं कराया जाएगा।
- (ज) यदि उप सचिव/प्रशासन नियंत्रक और उससे ऊपर के स्तर की श्रेणी के अधिकारियों के आवास पर ब्रॉड बैंड की सुविधा नहीं है तो प्रतिपूर्ति की जाने वाली राशि को रु.400/- प्रतिमाह तक कम किया जाएगा।
- (झ) जहां इंटरनेट सुविधा कार्यालय द्वारा उपलब्ध कराई गई है तो प्रतिपूर्ति की जाने वाली राशि को रु.400/- प्रतिमाह तक कम किया जाएगा।

4. यह व्यय बजट शीर्ष पी-04 के तहत प्रयोगशाला निधि से आबंटित निधि के भीतर पूरा किया जाएगा। अधिक व्यय, यदि कोई हो, को परियोजना निधि अथवा लैब रिजर्व से पूरा किया जाएगा।
5. इस मामले पर उठाए गए विभिन्न प्रश्नों और संदेहों संबंधी स्पष्टीकरणों से संबंधित वित्त मंत्रालय, व्यय विभाग के दिनांक 10.4.2007 के का.ज्ञा.सं.7(14)/सीएण्डवी/2006 की प्रति आवश्यक मार्गदर्शन/अनुपालन हेतु संलग्न भी की गई है।

उपर्युक्त आदेश दिनांक 1.4.2009 से प्रभावी होंगे।

भवदीय,  
  
(ओ.पी.धवन)  
अवर सचिव

प्रति:

1. सभी प्रयोगशालाओं/संस्थानों के वरिष्ठ प्रशासन नियंत्रक/प्रशासन नियंत्रक/प्रशासन अधिकारी
2. सभी प्रयोगशालाओं/संस्थानों के वरिष्ठ उप वित्त सलाहकार/उप वित्त सलाहकार/वित्त एवं लेखा अधिकारी
3. महानिदेशक, सीएसआईआर के निजी सचिव
4. संयुक्त सचिव (प्रशा.) कार्यालय में अवर सचिव
5. वित्त सलाहकार, सीएसआईआर की निजी सहायक
6. मुख्य सतर्कता अधिकारी, सीएसआईआर के निजी सहायक
7. विधि सलाहकार, सीएसआईआर के निजी सहायक
8. उप सचिव(के.का.)/ उप सचिव(कॉम्प्लेक्स)
9. प्रधान, यूआरडीआईपी/आईपीएमडी/एचआरडीसी/आरडीपीडी/टीएनबीडी
10. सीएसआईआर मुख्यालय एवं सीएसआईआर कॉम्प्लेक्स के सभी उप सचिव/अवर सचिव
11. प्रधान, एचआरडीजी एवं आरएबी, सीएसआईआर कॉम्प्लेक्स, पूसा, नई दिल्ली
12. डॉ. आर.बी. मिश्रा, सचिव, स्टाफ साइड, जेसीएम, भारतीय विषविज्ञान अनुसंधान संस्थान, पोस्ट बॉक्स नं.80, महात्मा गांधी मार्ग, लखनऊ-226001
13. प्रधान, आईटी डिवीजन - इस अनुरोध के साथ कि इस परिपत्र को वेबसाइट पर उपलब्ध कराएं।

Dated, November 14, 2006

OFFICE MEMORANDUM

Subject: Facility of telephone (landline and/or mobile connection) at the residence  
in respect of entitled categories of Government employees.

The undersigned is directed to refer to this Department's O.M no. 7(8)-E.Coord/82 dated 8.6.1982 regarding ceiling on number of calls allowed on official account to officers in the telephone provided at their residence. Since the last OM was issued, there have been many changes in the field of telecommunications and major technological advancements have taken place. This has brought Internet, mobile facilities to the domain of the common people. Many service providers with various schemes have also entered into the market. Further, usage of telecommunication services has proliferated. Therefore, it is imperative that Government officers adopt to the changing trends in communication. In this regard, OM No.7(2)/E.Coord/2005 dated Nov. 23, 2005 on Budget/Expenditure Management; economy measures, rationalization of expenditure and measures for augmentation of revenues, mentions to avail the services of providers other than MTNL/BSNL to curtail the expenditure on telephones and also exhorts that the increased use of information and communication technology should be further encouraged. Though tariff rates have come down, unit duration of calls has decreased and not necessarily resulting into lower call rates. Keeping this in view and the technology available in the field of communication, the existing instructions on the subject have been reviewed. The existing entitlement regarding reimbursement of telephone charges of residential telephones provided to the officers as also on the mobile phones to the entitled officers to the Government of India, and broadband facility at home has been converged into a single package. Accordingly, in supersession of OM No.7(8)-E.Coord/82 dt. 8.6.1982; OM No.5(3)/E.Coord/2002 dt. 1.1.2003; OM Nos. 7(3)/E.Coord/2003 dt. 14.1.2004, 26.2.2004 and 5.4.2004, the following decisions have been taken :

2. The maximum amount reimbursable to a category of officer will be regulated as given in the table below :

S.No.	Rank/Designation	Ceiling Amount
1.	Secretary to the Government of India and equivalent rank	Rs. 2800 per month
2.	Additional Secretary and Joint Secretary to the Government of India	Rs. 2000 per month
3.	Equivalent rank to Additional Secretary and Joint Secretary to the Government of India	Rs. 1800 per month
4.	Director and Deputy Secretary to the Government of India and equivalent rank	Rs. 1500 per month
5.	Below the rank of Deputy Secretary to the Government of India (restricted to 25% of Group 'A' Officers below the rank of Deputy Secretary)	Rs. 600 per month

- (i) The amount will be reimbursed within the prescribed ceiling on submission of bill/receipt by the concerned officer. There will not be any separate ceilings for landline/mobile/broad-band.
- (ii) The amount reimbursable will cover landline and/or mobile connection.
- (iii) The amount reimbursable is exclusive of all taxes, if any.
- (iv) Officers are at liberty to choose the service provider and avail any options for payment within the maximum monetary ceiling.
- (v) It will also include broadband facility or such facilities through which data, voice or image is transferred.
- (vi) STD facility may be provided in the residential telephones. However, there would be no enhancement of ceilings as prescribed above.
- (vii) No instruments would be provided by the office, except to the Secretary and Secretary level officers of the Government of India, for which the cost of handset for mobile phone would be limited to Rs. 10,000/- in each case.
- (viii) The amount reimbursable will be reduced by Rs. 400/- if the officer of the rank of Deputy Secretary and above does not have broadband facility at his residence.
- (ix) All the offices are instructed to bear the extra cost from their 'Office Expenses-Telephone' and no additional fund will be provided in this regard.

*Manish Kumar*  
(MANISH KUMAR)

DEPUTY SECRETARY TO THE GOVT. OF INDIA

To

All Ministries/Departments of the Government of India

New Delhi, dated 9<sup>th</sup> July, 2007

Sub: Facility of Telephone ( landline and/or mobile connection ) at the residence in respect of entitled categories of Government employees.

The undersigned is directed to refer to this Department's O.M. of even no. dated 14/11/2006, on the subject mentioned above and to say that references have been received from various Departments/Offices seeking enhancement of ceiling amounts and for restoration of the earlier practice of reimbursing these STD calls, made by Officers of the level of Joint Secretary and above as also by Private Secretaries/ Officers on Special Duty to the Ministers (who have been provided with residential telephone facility as per norms) from their residential telephones and which are certified as 'Official'. It has been brought to notice that at times, due to unavoidable reasons, the officers concerned have to incur expenditure in excess of the ceiling amount for making calls which are for bonafide official purposes.

2. The references received on the aforesaid issue have been carefully considered and it has been decided that excess expenditure upto 30 (thirty) percent of the ceiling amount (applicable to the officer) can be reimbursed to officers of the level of Joint Secretary and above and also to Private Secretaries/Officers on Special Duty to the Ministers subject to their submitting a certificate, duly justified, that excess expenditure incurred was for official purposes and was unavoidable. Reimbursement of the excess expenditure (upto 30%) would further require the concurrence of the Financial Adviser concerned and sanction of the Secretary/Secretary equivalent officer of the Department/Organisation. In so far as Secretary/Secretary equivalent Officer are concerned, they shall be competent to exercise the aforesaid powers in their own cases also. The power to sanction the expenditure shall not be delegated.

3. It has further been decided that the ceiling amount for officers of the rank of Additional Secretary to the Government of India & equivalent shall be Rs.2500/- p.m. Officers of the rank of Joint Secretary to the Government of India and equivalent ranks shall be treated alike for the purpose of reimbursement of telephone facilities. The ceiling amount in respect of this category shall henceforth be Rs 2000/-p.m.

4. All Ministries/Departments may implement this O.M. It is reiterated that no additional funds shall be provided for this purpose and concerned Ministries/Departments/Organizations will have to meet all the expenditure on this account within the existing budget for 'Office Expenses- Telephones'.

महानिदेशक, सीएसआइआर  
एवं सचिव, डीएसआइआर का कार्यालय  
डाकरी संख्या: 1434  
दिनांक: 09/07/07

Sushil Kumar  
3-128 (P.D.)

To

All Ministries/Departments of Govt. of India.  
All Financial Advisers.

See Sir

As desired, the circular on Telephone charges sent herewith.

Manish Kumar  
(Manish Kumar)  
Deputy Secretary to the Govt. of India.

(A.K. Verma)

7/c-

No.7(14)/C&V/2006  
Government of India  
Ministry of Finance  
Department of Expenditure

Dated April 10<sup>th</sup>, 2007

**OFFICE MEMORANDUM**

Sub: Facility of Telephone (landline and/or mobile connection) at the residence in respect of entitled categories of Government employees.

The undersigned is directed to refer to the Department's O.M. of even no. dated 14.11.2006, on the subject mentioned above and to state that clarification have been sought by various Ministries/Departments about certain issues relating with the implementation of the aforesaid O.M. like the number of connections qualifying for reimbursement, whether the taxes applicable were to be paid for by the officer or office, whether the entitlement of the residential telephone is to be regulated by this O.M. etc.

2. The queries/doubts raised by various quarters have been duly examined and the following clarifications are issued:

Sl. No.	Queries	Clarifications
1	How will the reimbursable amount be calculated if an officer is provided with landline, mobile phone and broadband facility by the Office/Deptt. and the amount of the bills relating to each facility exceeds the prescribed ceiling.	The total expenditure on one or all of the stated facilities should not exceed the ceiling amount applicable in the case of the Officer. No separate ceiling has been provided in respect of the stated facilities individually.
2	Is Rs.400/- to be reduced on account of broadband facility be applicable in those cases also where the broadband facility have not been provided by the Office/Department and the Officers have got installed broadband facility on personal landline telephones on their own.	Officers of DS and above level are required to subscribe to Broadband facility and in its absence Rs.400/- shall be deducted/reduced from the ceiling amount. However no individual/separate ceiling has been fixed in respect of the three facilities covered by the overall ceiling.
3	What will be the reimbursable amount if the Officers provided landline telephone facility at the residence on functional basis by way of taking over their personal landline telephones have got provided broadband facility on their own and the amount of telephone bill furnished is within the prescribed ceiling.	The entire amount shall be reimbursable if expenditure ceiling is observed. Even Officers to whom telephone facility has been provided on functional basis can use mobile phone/broadband facility.
4	Whether private Service provider are to be allowed in the case of landline telephones also and the Office/Deptt. can provide a telephone connection of private service provider.	Yes.
5	Whether STD and/or broadband facilities can be made available by the Office/Deptt. on residential telephone of those Officers also who have been provided Official telephone facilities at their residences on functional basis.	The stated facilities can be provided however, expenditure incurred, if any, on providing the same shall be borne by the concerned Official in this case.
6	Whether Officers of the rank of Director/Deputy Secretary or below provided with the facility of residential telephone can avail mobile or broadband facility also within the ceiling	Yes.

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	fixed for each rank.	
7	Whether the facility of STD is permitted to Officers below the rank of Joint Secretary on residential telephone as per the O.M.	Yes.
8	Whether the ceiling envisaged will also apply in case of official connections( both landline and mobile) provided to officers ( both entitled and non-entitled ) on functional grounds, the payment of which is made by the Government.	Yes, regarding the non-entitled Officers the maximum reimbursable amount shall be restricted to Rs.800/-p.m. (as at Sl.No.5 of O.M.) unless a higher rate of reimbursement has specially been provided for originally.
9	Whether an officer who has been provided residential landline connection by the Office and also uses his own mobile connection apart from the Official phone would be entitled for reimbursement if the total usage of Official connection plus his own mobile is less than the ceiling fixed.	Yes, subject to production of proper bills/receipts in respect of the facility acquired personally/privately.
10	What is the effective date from which the limits laid down on the ceiling amounts are to be observed.	14.11.2006 i.e. the date of issue of the earlier comprehensive O.M. is the effective date for this purpose.
11	Whether the residential telephone facilities to personal staff of Minister will also be governed by the above quoted Instructions.	Yes, if they are entitled for residential telephone facility.
12	Whether all Officers below the rank of Deputy Secretary i.e. Group 'A' and Group 'B' gazetted and non-gazetted officials, who have been allowed residential telephone facility by the Department under the 25% restriction instructions can also claim reimbursement of their mobile phone bill subject to overall ceiling of Rs.800/-p.m.	Yes.
13	Whether re-imbursement can be made to those Officers who are using pre-paid mobile connections and submit re-charge coupons only instead of any proper bills/receipts etc.	No
14	Whether re-imbursement is to be allowed only in such cases where the mobile/telephone connection is in the name of the Officer	Yes
15	Whether the instant O.M. shall apply on those cases where husband and wife are sharing the same residential telephone and both are entitled Officers as per this O.M. In this case whether re-imbursement of the total amount (upto combined ceiling amount) can be made if either the husband or wife submits the combined bills of landline/mobile/broadband facility being used by both.	Yes. A certificate be obtained from the Officer submitting the bill that the other Officer(husband/wife) shall not claim the reimbursement in respect of the same bill.
16	Whether the Officials, otherwise non-	Yes, the reimbursable amount in such cases

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	entitled, who have been allowed the facility of residential/mobile phone on functional basis like Parliament Assistants and others are also covered by the present O.M.	shall be restricted to Rs.800/- i.e. at par with categories at Sl.No.5 in the O.M.
17	Whether the O.M. envisages payment of taxes on the expenditure incurred on landline/mobile phone/broadband facility by the Officer concerned or the Department.	The applicable taxes on the expenditure incurred upto the ceiling amount shall be paid for/reimbursed by the Office. Expenditure incurred if any in excess of ceiling amount shall be paid for by the Officer concerned along with taxes on the same.
18	Whether Officers equivalent in rank to Additional Secretary/Joint Secretary/Director/Deputy Secretary to the Government of India are also entitled for mobile connection and broadband connection on their residential telephones.	Yes, subject to the condition that such an Officer is entitled for the residential telephone facility.
19	Whether the broadband installation charges/initiation charges etc. being charged by the service providers for providing this facility are reimbursable by the Department or has to be borne by the individual.	In case the telephone has been provided by the Deptt., the installation charges for the same shall be borne by the Deptt.. However in case of personal telephone, the said charges shall be borne by the individual.
20	Whether the broadband and telephone call charges are to be restricted on only one landline connection.	Yes.
21	Whether the reimbursement will be restricted to one landline and/or one mobile connection to each Officer or reimbursement can be made for multiple connections.	Re-Imbursement shall be restricted to one landline and/or one mobile connection only.
22	Whether the amount of Rs.400/- reimbursable on the broadband facility also include (a) mobile internet connection (b) internet dial up facility (c) through cable operators (d) service providers providing broadband facility without any landline or mobile connection.	Yes.
23	Whether 'reimbursement' means that the officer concerned has to first pay the bill and then claim the amount paid from office.	No. The term 'reimbursement' in the context of the referred O.M. means that the payment for expenditure incurred on the indicated telecom facilities shall be restricted to the ceiling amount. It does not seek discontinuation of the practice of office making payment to service providers on receipt of bills.
24	Whether the entitlement of an officer to the facility of residential telephone is to be decided as per this O.M.	No. The O.M. shall not be referred to for the purpose of deciding/determining an officer's entitlement to the residential telephone facility.
25	How will the entitlement of an officer who is drawing pay in an intervening pay scale (higher to pay scale of one of the categories identified in the O.M. but lower than the pay scale of next such category) i.e. officers drawing pay in scales higher than the pay scale of Director but lower than the pay scale of Joint Secy. in the GOI or other such cases are to be regulated.	In cases such as this, the ceiling on expenditure applicable to an officer shall be as provided for in respect of the category drawing pay in the lower scale. Thus the entitlement of an officer drawing pay in a scale intervening between that of Director and Joint secy. shall be at par with that of DS/Dir.

26	Can the officers covered in the O.M. dtd 14.11.2006 also avail facilities like ISD on landline, mobile E-mail devices, etc.	No.
27.	Whether in those cases where an officer has subscribed to broadband facility at his residence though not on a telephone in his name but in the name of one of his family members, full reimbursement (upto the ceiling amount) can be permitted on the landline/mobile connections in his name.	Yes.

3. All Ministries/Departments may implement the contents of O.M. dated 14/11/2006 read with the aforesaid clarifications. It is reiterated that no additional funds shall be provided for this purpose and concerned ministries/departments/organisations will have to meet all the expenditure on this account within the existing budget for 'Office Expenses - Telephones'.

*Manish Kumar*  
(Manish Kumar)  
Deputy Secretary to the Govt of India

To,

All Ministries/Departments of Govt. of India