



भारतीय पटसन निगम लिमिटेड
The Jute Corporation of India Limited
— A Government of India Enterprise

An ISO 9001:2008 Certified Company
Regd. & Head Office: 15N, Nellie Sengupta Sarani,
7th Floor, Kolkata – 700 087

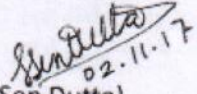
Corporate Identification No.: U17232WB1971GOI027958

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Date: 02.11.2017

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Enclosed are the guidelines on providing Mobile Phones to Officers of JCI as concurred and approved by the Appropriate Authorities. However, implementation of the Guidelines will be done on centralized basis at the Head Office of the Corporation (Nodal Officer for this purpose will be Manager-Finance, Sri Ramesh Kumar, till further advice) maintaining a strict budgetary control on same as is/will be approved by Appropriate Authorities from year to year.


02.11.17
(S Sen Dutta)

Personnel Manager

Copy to

PS to CMD For information to CMD
PA to D(F) For Information to D(F)
All Officers of the Corporation
Bill Section/Admin/Accounts/IT Section

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The Jute Corporation of India Ltd.

Guidelines for provision of Mobile Phones to Executives

The guidelines for providing 'Mobile Phones' and mobile charge reimbursement to the regular Officers of the Corporation are as below –

Sl. No.	Designation	Entitlement of Mobile usage charges- ceiling of reimbursement (₹ /month)	Cost Ceiling for purchase of Mobile Handset
1	CMD and Functional Director	As per Actuals	
2	GM, DGM & equivalent	900	₹ 10,000
3	Chief Manager, Sr. Manager & equivalent	800	₹ 9,000
4	Manager, Dy. Manager & equivalent	700	₹ 8,000
5	Asst. Manager & equivalent	600	₹ 7,000
6	ITO & equivalent	500	₹ 6,000

The above rates specified for below CMD and Functional Directors, are combined ceilings for multiple mobile connections, if provided by JCI. However, to come under the coverage of subject guidelines, all non-field officers, who have been provided with mobile phones under the 'Bhuvan Jump' or any other project, shall have to surrender the same. Those field-officers who have been provided with such project related handsets, will not come under coverage of these guidelines, till the 3 (three) years' life cycle of handsets so provided to them gets completed and they be entitled to purchase handsets in line with these guidelines (i.e., till then, current process of monthly mobile charge reimbursement will continue for them).

General Conditions:

1. The officer can procure the Mobile Handset directly, however, the amount to be reimbursed shall be equal to the cost of purchase or the prescribed ceiling amount, whichever is lower.
2. The application for purchase of mobile phone (self-approval for Chief and above) is to be sent by the concerned officer at HO to his/her supervisor, not below the rank of a Manager for approval on official need basis. Once the approval is accorded and conveyed, the mobile handset can be purchased. In case of field offices, the application is to be forwarded to concerned Functional Manager at HO for approval through concerned Regional Manager.
3. Officer shall submit his claim for reimbursement along with original Approval and original paid bill. Bill to be drawn in the name of concerned officer with "A/c: The Jute Corporation of India Limited" to Bill Section, HO / concerned Regional Office.
4. Recording formalities are to be maintained by Personnel Department and store in co-ordination with Finance & Accounts Dept. of HO/concerned Regional Office.
5. Mobile handset will have the life cycle of 3 (three) years and depreciated over a period of 3 years with minimum residual value of 5% of purchase cost (incl. of taxes) at the end. Proportionate depreciation on no. of completed days (vis-à-vis 365 days for a full year) will be considered for part of a year.

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6. On expiry of life cycle OR on separation of the officer with the Corporation, mobile handset shall compulsorily be bought by the concerned officer. The residual value (plus taxes as applicable thereon) of Mobile Handset will be deposited by the officer or the same will be recovered from dues of concerned officer. On expiry of the life cycle and/or payment of residual value, the mobile Handset will become property of concerned officer.
7. An officer can avail this facility again after expiry of the life cycle and payment of residual value of old mobile handset.
8. Minimum Specification of Mobile Phone to be purchased by officers will be provided by Nodal Dept in consultation with IT Department at the beginning of every financial year.
9. The officer using mobile phone will have to compulsorily acquire the mobile phone on Residual/Written Down Value (plus taxes as applicable thereon) at the time of leaving JCI for whatsoever reason including deputation.
10. During the life cycle of mobile phone, the same will be treated as property of JCI. JCI may decide to insure such items suitably but any M&R expenses for same (below Board level) will be borne by concerned officer/employee.
11. The new officers in regular cadre (before confirmation) will be eligible for Mobile Handset after completion of probation period (for below Board level officials), unless a specific approval is given by concerned Functional Director. Similarly, for any official need of extending the facility to any employee below officer level and/or in non-regular cadre, case specific approval to be obtained from concerned Functional Director.
12. The officers who have purchased / provided mobile handset as per their entitlement under previous guidelines/as customary, will also be covered under this policy, to the extent feasible and if not specified otherwise herein.
13. The ceiling fixed for handset as well as monthly usage charges are Inclusive of applicable taxes.
14. For reimbursement of mobile phone charges, the officer has to necessarily obtain post-paid connection with minimum 1 GB 3G/4G data plan (internet) for which the initial cost is to be borne by concerned officer.
15. Any officer / employee (other than Board level officials) who are scheduled for retirement within a period of six months will not be entitled for purchase of new mobile phone even if his / her old one crossed its life-span as referred herein. However, he/she will continue to be entitled to applicable monthly reimbursement of charges.
16. The officer will keep their mobile phones ON all the times to facilitate official communication smoothly.