

**Delhi State Industrial & Infrastructure Development Corporation Ltd.**  
**N-36, Bombay Life Building, Connaught Circus, New Delhi-110001**  
**(GAD/Transport Division)**

No. DSIIDC/GA09/Purchasecellphone/2011/12/687 Dated: - 01/09/2022

**Circular**

**Sub:- Policy for purchase of mobile instruments and reimbursement of Monthly Mobile Bill/Recharge of officers/official of DSIIDC.**

In supersession all previous Policy/Circular on the subject cited above, following revised ceilings for the cost of mobile phones is prescribed in respect of entitled categories/officers:-

Sr. No.	Officers drawing salary in Pay Level	Maximum ceiling for Cost of mobile handset (including taxes)
1.	Officers in Level 13-A and above of Pay Matrix (Grade Pay Rs.8900 and above)	Rs.30,000/-
2.	Officers in Level 13 of Pay Matrix (Grade Pay of Rs.8700)	Rs.25,000/-
3.	Officer in Level 12 of Pay Matrix (Grade Pay Rs.7600/-)	Rs.20,000/-
4.	Officer in Level 11 of Pay Matrix (Grade Pay Rs.6600/-)	Rs.15,000/-
5.	Officer in Level 10 of Pay Matrix (Grade Pay Rs.5400/-)	Rs.10,000/-

The revised ceiling for reimbursement of monthly mobile bills is mentioned below:-

Sr. No.	Officers drawing pay in Level of Pay Matrix	Maximum mobile monthly charges (including taxes)
1.	Officers in Level 13-A and above of pay Matrix (Grade pay Rs. 8900 and above)	Rs. 1000/-
2.	Officers in Level 8 and above but less than Level 13-A of Pay Matrix (Grade Pay Rs. 4800/- to Rs. 8700/-)	Rs. 500/-
3.	DAK Riders and Drivers (who are deputed with Sr. Officers of DSIIDC)	Rs. 250/-

1. The reimbursement will be allowed up to the aforesaid ceiling or actual, whichever is less.
2. In the case of post paid mobile connection, the bill should be in the name of the Officer/official concerned.
3. In those cases where the officers are claiming their prepaid monthly call charges, reimbursement will be allowed subject to :-


- (i) Submission of verified/certified bill by the concerned officer/official.
- (ii) Provided further that the prepaid SIM card is also in the name of the officer/official concerned.

4. The mobile phone will not ordinarily be replaced within a period of two years from the date of its purchase. However, if at any point of time, the probable cost of repair exceeds 50% of the total initial cost of the mobile instrument such a replacement may be allowed.
5. The annual rate of depreciation on mobile handset would be as below:-

Year 1	50%
Year 2	50%

6. In case of transfer/resignation/retirement within 2 years from the date of Purchase/ submission of bill for reimbursement of mobile handset, whichever is later, the payment of residual value of the handset based on the lifespan of 2 years of the handset will be made. The request for return of the mobile handset will not be entertained in any circumstances.

This issue with the approval of the Competent Authority.

  
(Sarvendra Kumar)  
Chief Manager (GAD)

**All Concerned**

**Copy for information to:-**

- 1) PS to MD
- 2) PS to ED
- 3) Secret. Asst. to Director (Finance)
- 4) ~~CE (IT)~~ for uploading on the website.

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*05/09/22*