

## **STREAMLINE**

### **Revision in Mobile / Landline /Broadband or Wi-Fi Policy for Grade - M2 & above w.e.f. 01<sup>st</sup> April '22.**

With reference to our approved Policy Handbook for employees under the Monetary Benefit section we have mobile phone policy in pages 25 & 26.

#### **Why this Revision:**

1. Given the increasing dependence on telecommunication technology especially using internet for carrying out official work while working from home or business trip, the existing policy have been comprehensively reviewed, revised to make provisions for reimbursement towards telephone facilities like Mobile, Landline and Wi-Fi/Broadband (Data card) policy within the existing limits.
2. Another point, we have observed this trend of monthly billing coming from our employees for reimbursements. Plus, on benchmarking as per the Corporate requirement, we are making changes in the Mobile/ Landline Phone & Data card Policy.

#### **Existing Mobile / Landline Bills Reimbursement (Family Plan not allowed)**

The following limits are applicable for reimbursement towards Mobile phone bills & Landline bills:

<b>Grades</b>	<b>Mobile bill/Reimbursement Amount (Rs./month)</b>	<b>Landline / Second Mobile Reimbursement Amount (Rs./month)</b>	<b>Total (Rs/Month)</b>
AVP & Above	2500	750	3250
MI & MII	1600	600	2200

HMB

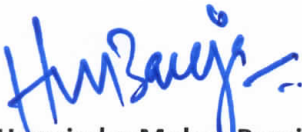
**Revised Mobile / Landline/Wi-Fi or Broadband Bills Reimbursement without any increase in cost Family Plan allowed i.e. 1+3+1\*.**

<b>Grades</b>	<b>Mobile Bill with Family Plan Allowed (1+3+1) * Reimbursement Amount (Rs/month)</b>	<b>Landline / Mobile with Broadband / Wi-Fi Reimbursement (Rs/month)</b>	<b>Total (Rs/Month)</b>
AVP & Above	1750	1500	3250
M1 & M2	1200	1000	2200

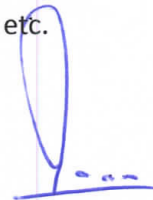
**Note**

- Mobile bills (on employee's name) need to be submitted. The claim needs to be approved by Head of Department & then regularized by HR- Admin Head on monthly basis.
- Applicable only on postpaid connections. No pre-paid mobile connection will be entertained for reimbursement of mobile bills.
- Resident Reimbursement - for those who have these as part of their CTC.
- For reimbursement of monthly resident telephone expenses , company will reimburse one mobile number with or without Internet OR one landline number with or without Internet . Employees who have opted for standalone Internet services are eligible to claim standalone Internet connection bill along with one mobile / Landline bill .
- \*1+3+1 denotes, One main connection of employee + 3 family members + 1 data card all inclusive. If opting for this reimbursement will be as per limits specified. The bill should be in employee's name and should be postpaid connection.

Available Mobile telecom service providers are VI/Airtel/Jio/BSNL etc.



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