

**OFFICE OF TELEPHONE INCHARGE**

**Subject: Grant of Mobile Phone Allowance**

The Chandigarh Administration has granted the Mobile Phone Allowance to Group A, B, C and D category of employees of the Union Territory of Chandigarh Administration w.e.f. 01.10.2011 at the rates mentioned below.

Sr.No.	Category of Employee	Rate per mensem (in Rupees)
1.	Group-A	500
2.	Group-B	300
3.	Group-C	150
4.	Group-D	100

The PEC University of Technology adopts the said letter in totality for its employees at the same rate w.e.f. 01.10.2011. On the other hand, PEC University of Technology has its own telephone policy which entitles various categories of the employees having extra mural duties using their personal landline/ broadband and/ or mobile phone to get reimbursement at the rates mentioned below on their personal connections:

Sr.No.	Level of Employee (Column-II)	Maximum Entitlement (Having Broadband Facility)	Maximum Entitlement (Without Broadband)
1	Director	As per actual	As per actual
2	Deputy Director, All Deans, Registrar, All Heads, Training and Placement Officer, Estate Officer	Rs. 1500 per month	Rs. 1100 per month
3	AC(F&A), Wardens, Chairman, Workshop Supt, Faculty/ Group A officers holding key appointments	Rs. 800 per month	Rs. 400 per month
4	Staff as per institute requirement		Rs. 200 per month

In order to implement the facility, the officers/staff holding the key appointments have the option either to opt for reimbursement as per the PEC telephone policy or for Mobile Phone allowance as per the Chandigarh Administration norms by filling Performa attached as **Annexure-I**. To get mobile phone allowance, all officers/ staff (including those not holding key appointments) should fill an undertaking as per **Annexure-II**.

Accordingly, it is requested to get the Performas and undertakings filled from all the officers/ staff working in your department/section and send the same collectively to the undersigned latest by 31.01.2012 for taking further necessary action.

**O/I Telephones**

To:

1. Director
2. Deputy Director
3. All Deans
4. Registrar
5. All Heads of Department.
6. Training and Placement Officer
7. Estate Officer
8. Chairman Library
9. ACF&A
10. All Section Incharges
11. Computer Center Head
12. Training and Placement Officer
13. Chairman Sports
14. Official Website for information to all

**OPTION FORM FOR REIMURSEMENT OF PHONE BILLS/ MOBILE PHONE ALLOWANCE**

I, \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_  
working as \_\_\_\_\_ in the Department/ Section  
\_\_\_\_\_ in PEC University of Technology do hereby opt for:

**PLEASE MARK  $\checkmark$  IN ONE OF THE BOXES**

Reimbursement of the landline/Broadband and/or Mobile Phone bills as per the existing PEC Telephone Policy

**OR**

Grant of Mobile Phone Allowance as per the norms of the Chandigarh  
Administration

Dated:

Signature of the Official

Name:

Designation:

Branch:

Extramural duty:

**UNDERTAKING**

I, \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_  
working as \_\_\_\_\_ in the Department/ Section  
\_\_\_\_\_ in PEC University of Technology do hereby undertake that:

1. The mobile phone number being used by me is \_\_\_\_\_. I have no objection, if the number is posted on any Government/ this institute's website and used as contact number by my supervisors and general public for official work.
2. In case there is a change of mobile number or disconnection of service, I will immediately intimate my department in writing.
3. I hereby opt to retain the mobile phone reimbursement facility already granted to me by the institute.

Dated:

Signature of the Official

Name:  
Designation:  
Branch:

Countersigned by the Head of Department/ Section