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INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI

F. No. FIN/12/1/98-CDN (A&A)

Dated the 24th April, 2019

OFFICE MEMORANDUM

SUB: Facility of Telephone facilities and reimbursements to Officers at ICAR Hqrs.: Reg.

The Ministry of Finance, Department of Expenditure, New Delhi has issued revised guidelines vide OM No. 24(3)/E. Coord./2018 dated the 26th March, 2018 has been enclosed for compliance for reimbursement of residential telephone including mobile telephone for carrying out official work.

As per these orders, the Ministry has fixed the monthly monetary ceiling for each category of employee. In view of the revised guidelines on reimbursement of telephone call charges, the monetary ceiling of reimbursement of telephone bills of officers at ICAR Hqrs. has been fixed as follows subject to conditions stipulated in OM dated the 26th March, 2018:-

Sl. No	Level/Designation at ICAR	Limit on reimbursement (per month)
1.	DDGs	Rs.2700/-PM + taxes as applicable
2.	ADG/Principal Scientists at ICAR Hqrs. on functional necessity basis	Rs.2250/-PM + taxes as applicable
3.	Sr. Director/Director (P)/Director (F)/Director (W)/Director (OL)	Rs.2250/- PM +taxes as applicable
4.	DSs/DD(F)	Rs.2250/- PM +taxes as applicable
5.	USs/SF&AOs/F& AOs	Rs.1200/- PM +taxes as applicable
No SIM/data-card will be provided by office		

The number of Officers eligible for reimbursement/payment of telephone charges as per above monetary ceiling shall be regulated as per ICAR OM No. 12-1/90-CDN (A&A) dated 13.9.90 and 12-1/98-CDN (A&A) dated the 15.1.2004.

These orders shall be effective from the date of issue of this Office Memorandum and the terms and conditions of the Govt. of India, MoF's OM No.24(3)/E. Coord./2018 dated the 26th March, 2018 remaining the same.

This issues with the approval of Competent Authority.


(Sanjeevan Prakash)
Deputy Director (Fin.)

Distribution:

1. Chairman, ASRB/PD, DKMA/ ADG, NASF, Pusa, New Delhi
2. ADG (CDN)/ADG (PIM)
3. All Officers & Sections at ICAR Headquarters including KAB-I, II and NASC Complex.
4. Sr. PPS to Secretary, DARE & DG, ICAR/Sr.PPS to Additional Secretary, DARE & Secretary, ICAR/Sr.PPS to AS &FA, DARE/ICAR

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5. In charge, ARIC, Dte. of Knowledge Management Units (DKMU), KAB-I, Pusa-110012 for placing the mentioned above Office Order in ICAR Web-Site.
6. Secretary (Staff Side), CJSC
7. Guard file.
8. Spare copies (10)

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INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI

F. No. FIN/12/1/98-CDN (A&A)

Dated the 24th April, 2019

OFFICE MEMORANDUM

SUB: Facility of Telephone facilities and reimbursements to Officers in ICAR Institutes: Reg.

The Ministry of Finance, Department of Expenditure, New Delhi has issued revised guidelines vide OM No. 24(3)/E. Coord./2018 dated the 26th March, 2018 has been enclosed for compliance for reimbursement of residential telephone including mobile telephone for carrying out official work.

As per these orders, the Ministry has fixed the monthly monetary ceiling for each category of employee. In view of the revised guidelines on reimbursement of telephone call charges, the monetary ceiling of reimbursement of telephone bills of officers at ICAR Institutes/NRCs/PDs/ZCs has been fixed as follows subject to conditions stipulated in OM dated the 26th March, 2018:-

Sl. No	Level/Designation at ICAR	Limit on reimbursement (per month)
1.	Directors of IARI, IVRI, NDRI, CIFE and NAARM	Rs.2700/-PM + taxes as applicable
2.	Director of other ICAR Institutes/ATARIs/PDs/NRCs and Jt. Directors of IARI, IVRI, NDRI, CIFE and NAARM	Rs.2250/-PM+ taxes as applicable
3.	CAOs/CF&AOs	Rs.2250/-PM+ taxes as applicable
4.	SAOs/SF&AOs/F&AOs/AOs/AF&AOs (who is head of the Administration and Head of Finance)	Rs.1200/- PM +taxes as applicable
No SIM/data-card will be provided by office		

The number of Officers eligible for reimbursement/payment of telephone charges as per above monetary ceiling shall be regulated as per ICAR OM No. 12-1/90-CDN (A&A) dated 13.9.90 and 12-1/98-CDN (A&A) dated the 15.1.2004.

These orders shall be effective from the date of issue of this Office Memorandum and the terms and conditions of the Govt. of India, MoF's OM No. 24(3)/E. Coord./2018 dated the 26th March, 2018 remaining the same.

This issue with the approval of Competent Authority.


(Sanjeevan Prakash)
Deputy Director (Fin.)

Distribution:

All ICAR Research Institutes etc:

1. The Directors of all Research Institutes/ATARIs /Project Directorates/National Research Centres and Bureaux.
2. Project Coordinators/Coordinated Research Projects
3. The Finance & Accounts Officers of all Research Institutes (except National Institutes), Project Directorates/ National Research Centres and Bureaux.

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4. Sr. PPS to Secretary, DARE & DG, ICAR/Sr.PPS to Additional Secretary, DARE & Secretary, ICAR/Sr.PPS to AS &FA, DARE/ICAR
5. In charge, ARIC, Dte. of Knowledge Management Units (DKMU), KAB-I, Pusa-110012 for placing the mentioned above Office Order in ICAR Web-Site.
6. Secretary (Staff Side), CJSC
7. Guard file.
8. Spare copies (10)

F.No. 24(3)/E.Coord/2018
Ministry of Finance
Department of Expenditure

New Delhi, the 26th March 2018

OFFICE MEMORANDUM

Subject : - Provision of telephone facilities and reimbursements to officers of Government of India.

The Department of Expenditure has from time to time issued instructions on provision of telephone facilities, monetary ceilings on reimbursement to the officers of the Government of India. Given the increasing dependence on telecommunication technology including mobile telephones for carrying out official work, the existing instructions have been comprehensively reviewed, revised and the following instructions are hereby circulated for compliance by all Ministry/Departments, in supersession of all earlier instructions issued by this Department on the subject.

1. Official Telephones

- 1.1 All officers of the level of Deputy Secretary equivalent and above are entitled for office telephone with STD facility. For officers of the level below Deputy Secretary, Ministry/Departments may decide in consultation with the Financial Advisers on providing STD facility depending on their functional requirements.
- 1.2 ISD facility is allowed on official telephones in respect of Administrative Secretaries only.
- 1.3 All other cases for providing ISD facility on official telephone for officers of the level below Secretary to the Government of India may be decided by the Administrative Secretary in consultation with the concerned Financial Adviser.
- 1.4 Administrative Secretary/ Head of Departments may in consultation with the concerned Financial Adviser provide officers below the level of Deputy Secretary official telephones with STD facility on functional basis. This facility should not be given in a routine manner but extreme caution and austerity should be exercised.
- 1.5 Financial Advisors shall submit a half-yearly report to D/o Expenditure on the number of ISD facility concurred/approved during a financial year.

2. Residential telephones

- 2.1 All officers of the level of Deputy Secretary equivalent and above are entitled for one official residential landline telephone with STD facility.
- 2.2 Residential telephone can be allowed to officials below the rank of Deputy Secretary equivalent on functional basis subject to the condition that this facility shall be restricted to 25% of the sanctioned strength of Group 'A' officers in a Ministry/Department. This limit will equally apply to Attached and Subordinate offices.



2.3 ISD facility shall not be allowed on residential telephones.

2.4 Personal staff of Ministers [Private Secretary, Additional Private Secretary and 1st PA of Ministry] and Administrative Secretary [Principal Staff Officer (PSO)/ Senior Principal Private Secretary/ Principal Private Secretary/Private Secretary], Section Officer (Parliament) and Assistant Section Officer (Parliament) are entitled to the facility of one residential landline telephone.

3. Mobile Phone Handsets

3.1 Officers of the level of Secretary and equivalent will be entitled to reimbursement for one mobile handset costing not more than Rs.25,000/- (Rupees Twenty Five thousand only) once during the whole tenure. Global roaming facility shall not be allowed on the mobile connection.

4. Reimbursement of telephone call charges

4.1 Reimbursement of telephone call charges of residential telephone/ mobile phone/broadband/mobile data/data card shall be as per entitlement given below:

Sl. No.	Level/Designation	Limit on reimbursement
1.	Secretary to the Government of India and equivalent level	Rs. 4200/- per month + taxes as applicable
2.	Additional Secretary to the Government of India and equivalent level	Rs. 3000/- per month + taxes as applicable
3.	Joint Secretary to the Government of India and equivalent level	Rs. 2700/- per month + taxes as applicable
4.	Director/Deputy Secretary to the Government of India and equivalent level	Rs. 2250/- per month + taxes as applicable
5.	Below the rank of Deputy Secretary and equivalent to the Government of India (restricted to 25% of the sanctioned strength of Group 'A' officers in a Ministry/ Department/Attached/Subordinate office)	Rs. 1200/- per month + taxes as applicable

4.2 No SIM/data-card will be provided by office.

4.3 There will be no separate ceiling for the landline/ mobile/broadband/mobile data/data card. The amount reimbursable will cover landline and / or mobile /broadband/mobile data/data card connection and shall be limited to the ceiling prescribed or as per actuals whichever is lower. Call charges over and above the ceiling prescribed along with taxes thereon shall be paid by the officers.

4.4 The amount shall be reimbursed on submission of bills/receipt by the concerned officer. Officers are at liberty to choose the service provider and the tariff package for residential landline/mobile phones.

4.5 In case where husband and wife are sharing the same residential landline telephone and both are entitled for reimbursement, only one of them will be allowed reimbursement against the residential landline telephone. The claim for mobile phone charges shall be treated separately for each of the officer subject to the entitled ceiling.

4.6 Reimbursement for mobile will be restricted to the officer in whose name the mobile connection is registered.

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- 4.7 The entitlement of an officer drawing pay in a scale intervening between that of Director and Joint Secretary would be at par with that of Deputy Secretary/Director.
- 4.8 Excess expenditure upto 30% of the ceiling amount (applicable to the officer) can be reimbursed to officers of Joint Secretary equivalent and above and also to Private Secretary/ Officers on Special Duty to the Ministers subject to their submitting a certificate, duly justifying that excess expenditure incurred was for official purpose and unavoidable. This reimbursement would require the concurrence of the Financial Adviser concerned and sanction of the Administrative Secretary/ Secretary Equivalent of the Department/ Organization. In so far as Secretary/ Secretary equivalent officer are concerned, they shall be competent to exercise the aforesaid powers in their own cases. The power to sanction this expenditure shall not be delegated.
- 4.9 Telephone reimbursement will not be admissible in cases of Leave (of any nature) and trainings which are for more than one calendar month (s).

5. Mobile Facility during official visits abroad

- 5.1 Officials and delegations visiting abroad for the purpose of short official visits/meeting/conferences/workshops may be provided SIM card by our Mission / Embassy. In case SIM card is not provided by our Mission / Embassy, there will be a monetary ceiling of Rs 2000/- per day for officer above the level of Additional Secretary and equivalent and Rs.1000/- per day for other officers towards reimbursement of call charges.
- 5.2 No mobile phone facility shall be provided during training period whatsoever including training abroad.
6. These orders shall be effective from the date of issue of this Office Memorandum.

H. Atheli
26/3/18.

(H. Atheli)
Director

Tel. 011 - 2309 2604

To:

1. All Ministries/Departments of the Government of India
2. All Financial Advisers of Ministries/Department of the Government of India
3. Office of Comptroller & Auditor General of India

Copy to:

NIC Unit, M/o Finance with the request to upload the Office Memorandum on Department of Expenditure website

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INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN NEW DELHI

F.No. 12(1)/90-Cdn. (A&A)

Dated the 13th Sept., 1990

OFFICE MEMORANDUM

In view of the economy instructions issued by the Government emphasising the need to cut the administrative expenditure, the question of providing residential telephones consequent upon revision of pay scales has been under examination for quite sometime. Keeping the functional necessity as also the need to reduce the expenditure, following instructions are being issued for compliance by the constituent units of ICAR:-

- (a) So far as the National Institutes like the I.A.R.I., I.V.R.I., C.I.F.E. and N.D.R.I. are concerned, residential telephones are permissible to Director, Joint Directors, Project Directors/Coordinators, Chief Administrative Officers and the Chief Finance and Accounts Officers/Sr. Finance Accounts Officer. Director may, at his discretion, allot not more than five telephones to other officers including Heads of Divisions on the basis of functional necessity. While S.T.D. facility will continue to be provided to the Director, other telephones will not carry S.T.D. facility either at residence or office.
- (b) So far as other Institutes are concerned residential telephones are permissible to the Directors, Sr. Administrative Officer/Administrative Officer, Sr. Finance and Accounts Officer/Finance and Accounts Officer. However, Director may at his discretion, provide one residential telephone to another officer depending upon the functional necessity. S.T.D. facility will not be available to any officer including the Director either at office or residence.
- (c) So far as the Project Directorates/Coordinators and Zonal Research Centres are concerned, residential telephones will continue to be provided to the Directors or the Heads of the Stations without S.T.D. facility. S.T.D. facility will not be available in the office telephone also.

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Thus according to these instructions the entitlement of residential telephones at the National and other Institutes will be as under:-

NATIONAL INSTITUTES

<u>Designation of the person</u>		<u>No. of telephones to be given</u>	
i)	Director	One	
ii)	Joint Directors	One each	
iii)	Project Directors/Coordinators	One each	
iv)	Chief Administrative Officer	One	
v)	Chief Finance & Accounts Officer/Sr. Finance & Accounts Officer.	One	
vi)	Telephones to be given on the basis of functional necessity at the Director's discretion.	Five	Without S.T.D. facility either at Residential or Office.

OTHER INSTITUTES

i)	Director	One
ii)	Sr. Administrative Officer	One
iii)	Administrative Officers	
iv)	Sr. Finance & Accounts Officer/ Finance & Accounts Officer	One
v)	Telephone to be given on the basis of functional necessity at the Director's discretion.	One

NRCs/PROJECT DIRECTOR/COORDINATORS RESEARCH CENTRES

Directors/Coordinators/Head of Zonal Research Centres. One

All the Directors etc. are requested to ensure allotment of residential telephones on the above lines. Telephones rendered surplus as a result of this order should be kept in safe custody with telephone authorities. A report indicating the action taken as also the number of telephones rendered surplus may be sent to the Director(Fin.) within ten days.

(B.L. JANGIRA)
DEPUTY DIRECTOR(FINANCE)

13/7/70

DISTRIBUTION:

1. All Institutes/Research Centres/Project Directorates/Project Coordinators.
2. All Officers/Sections in the ICAR Hqrs and Krishi Anushadhan Bhawan, Pusa.
3. All Chief Finance & Accounts Officers/Sr. Finance and Accounts Officers/Finance & Accounts Officer in the Institutes/Research Centres/Project Directorates etc. with a request that the above instructions may be followed by not deducting the expenditure on

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INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN : NEW DELHI

No.12-1/98-Cdn(A&A)

Dated: 15.1.04

Office Memorandum

In view of the persistent demand for providing residential telephone facilities to the Assistant Finance & Accounts Officers and Asstt. Administrative Officers who are heading Finance and Administration respectively at the Institutes /National Research Centres/Zonal Coordinators/Project Directors etc., it has now been decided with the approval of the FA & DG, ICAR to modify the existing guidelines issued vide OM No.12-1/90-Cdn(A&A) dated 13.9.90 to the extent they relate to officers in Finance and Administration as follows :

S.No. Designation of Officers	No. of residential Telephone connections without STD facility
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- | | |
|--|---|
| 1. <u>National Instts.</u> | |
| i) Chief Admn.Officer/Sr. Admn.Officer/
Admn.Officer who is Head of Admn. | 1 |
| ii) Chief F&AO/Sr.F&AO/F&AO
who is Head of Finance | 1 |
| 2. <u>Other Instts.</u> | |
| i) Sr.AO/AO/AAO
who is Head of Admn. | 1 |
| ii) Sr.F&AO/F&AO/AFAO
who is Head of Finance | 1 |
| 3. <u>NRCs, Zonal Coordinators/PDs etc.</u> | |
| i) Sr.AO/AO/AAO
who is Head of Admn. | 1 |
| ii) Sr.F&AO/F&AO/AFAO
who is Head of Finance | 1 |

All the Directors etc. are requested to ensure allotment of residential telephones on the above lines.

(B.L. Jangira)
Director(Finance)

DISTRIBUTION :

1. All Institutes/National Research Centres/Project Directors/Zonal Coordinators.
2. All Heads of Administration & all Heads of Finance in the Institutes/National Research Centres/Project Directors etc.
3. All Officers/Sections in the ICAR HQrs. including KAB I&II, ASRB, NATP, New Delhi.
4. Guard file.
5. Spare copies - 10.