

# Policy: Cell Phone Bills/Recharges Reimbursements

PL No – 2

Issued On – 12/10/2020

Revised on – 30/11/2021

**Applicability – All employee who qualify for reimbursement at all units**

**Total Number of Pages – 1**

From 1 Dec 2021, all employees who qualify to get reimbursement for their mobile usage shall get the reimbursement at the rate of current prepaid tariff of their service provider. For example today all service providers are charging about 700 for 84 days of free calls and about 1.5 GB internet per day. Hence this will be considered as the only reimbursement criteria and eligible employees will be given 240 INR monthly.

**Special Note 1** – Also whether you will get reimbursement or not (in case of newly joined staff or if you are promoted or transferred) will be decided by your HOD only.

If in future the amount goes further down by the service providers, the account heads are fully authorized and should apply the new lower rates for reimbursements. In case the prices are increased by more 40% from the current prices, this policy will be amended by the HR-Head, for which Accounts Head shall write to the Head – HR.

The only exceptions can be done by HR-Head in this.

**Special Note 2** – Those who have adjusted this limit against the mediclaim will not get any reimbursement for the difference value.

*OK approved*  
Written By  
Head – HR



*Approved*  
Approved By  
Management