

**Government of India
Ministry of Railways
(Railway Board)**

No. 97/Tele/TE/1

New Delhi, dated 12.07.2006.

Sub:- Economy in non-plan Expenditure – Payment of DoT/MTNL Bills.

Vide Board's letter No. 97/Tele/TE/1 dt. 15.10.1999, the procedure duly approved by Board (ML) to streamline the payments for both residential and office DoT/MTNL phones had been circulated.

Further, to provide better communication facility for enhancing the efficiency of the railway working and the delivery of the service to rail users, Board has considered to provide CUG phone to officers upto the level of Joint Directors with the following limit:

i)	HAG	Rs. 1000/-
ii)	SAG	Rs. 800/-
iii)	SG/JAG	Rs. 500/-

Charges beyond the following limits (i.e. over and above the fixed rental charges for the CUG schemes) shall be borne by the users themselves. With a view to exercising economy in the expenditure, maximum limits for the monthly bills of landline MTNL phones at various levels have been modified and fixed as detailed below:-

Level of Officers	Limit
1) Office Phones	
AMs	Rs.
With STD facility	7,500
With ISD facility	10,000
Advisors	
With STD facility	6,500
With ISD facility	9,000
EDs	
With STD facility	4,200
With ISD facility	6,700
Directors	
With STD facility	2,000
With ISD facility	3,250

Joint Directors and others	
Without STD facility	750
2) Residential Phones *	
AMs	
With STD facility	10,000
With ISD facility	15,000
Advisors	
With STD facility	5,000
With ISD facility	7,500
EDs	
With STD facility	2,500
With ISD facility	5,000
Directors	
With STD facility	1,250
With ISD facility	2,500
Joint Directors and others	
Without STD facility	600

* This excludes Broadband charges.

The countersignature/verification of the various bills beyond and within the prescribed limits for various levels will be as under:-

S.No.	Officer	Limit	Verified/ Countersigned by
1.	MR/MOS(R), MR/MOS(R) Cell/Board Members, Secretary	No limit	PPS or PS
2.	AMs/Advisors	Less than the limit prescribed above.	PPS or PS
		More than the limit * prescribed above.	Concerned officer
3.	Executive Directors	Less than the limit prescribed above.	Concerned officer/PS

		More than the limit prescribed above.	AM/Controlling officers
	Directors/Joint Directors	Less than the limit prescribed above.	Concerned officer.
		More than the limit prescribed above.	ED/AM
5.	Other misc. phones	All limits	Controlling officer

The officer concerned will be responsible for recovery of amount beyond the prescribed limit.

Further, as per guidelines on Expenditure Management-Fiscal prudence and austerity (MOF OM No. F.19(1)-E-II A/98 dt. 10.2.99), all efforts should be made to cut down revenue expenditure by effecting substantial savings in the use of MTNL/DoT telephones. The following steps may please be taken immediately to effect drastic cut in the expenditure and bring about the desired economy.

1. Maximize the use of Railway telephones and reduce the cost of MTNL/DoT telephone.
2. Use of FAX service on Railway telephone with Railway offices and on MTNL/DOT telephone with outside parties be encouraged as it is cheaper.
3. E-mail facility wherever provided should be made use of to the maximum extent.
4. To avoid any possible misuse of MTNL/DOT telephones with STD/ISD facility, such facilities be locked by the available dynamic locking facility.
5. The dynamic lock should be opened only when urgent STD/ISD calls are to be made and the lock should be re-energized after the call is made.
6. The code of dynamic lock should be kept confidential and known only to the officer.
7. The conversation of STD/ISD call should be made as brief as possible.

8. Use of Railway/CUG phone should be made instead of landline MTNL phones while talking within Railway Board closed user group.
9. All officers are advised to send the verified/countersigned bills to the Telecom Directorate to avoid non-payment/disconnection/recovery.

This issues with the concurrence of the Finance Directorate.


(Sanjay Dungrakoti)
Director/Tele

Copy to:

PPS/Board Members

All officers having official MTNL/DoT phones in their offices and/or residences.