

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. 2020/Tele/11(12)/1

Dated: 06.07.2021

The General Managers,
All Indian Railways, CORE, Production Units
DG/RDSO, DG/NAIR
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF
DG/IRISET/IRIMEE/IRIEEN/IRICEN/IRITM

Telecom Circular No - 03/2021

Sub: Policy guidelines for retention of Mobile Phone.

Ref: i) Railway Board RBA Circular No 25/2006 dtd 23.05.2006

ii) Railway Board Telecom Circular 06/2010 dtd 06.09.2010, its corrigendum on dtd 13.09.10 and 06.06.2014

iii) Railway Board RBA Circular No 14/2021 dtd 26.02.2021

1. Board, vide above referred letter (ii), had issued Policy guidelines for retention of Mobile Phone.
2. In reference to Change of Codal Life of Mobile Phone to 3 years from 5 years vide ref (iii) above, inter alia, updating the earlier policies, Board has now decided as under:
 - i. Officers shall purchase the Mobile Phone as per their choice and the cost shall be reimbursed to them to the extent of the ceiling applicable as per extant policy. In Railway Board, the reimbursement shall be processed by Telecom Directorate and reimbursement shall be done in concurrence with Finance Expenditure Dte. of Board. Suitable mechanism for the same may be evolved by the field units.
 - ii. The codal life of Mobile Phone is 3 years. The year-wise depreciation on the actual cost is given below:

Year 1	Year 2	Year 3
60.00%	30.00%	10.00%

It means, Cost of Residual Material after one year will be 40% & after two years will be 10% of the actual cost.

Straight line method shall be adopted for calculating the depreciated value of the Mobile Phone for the periods in between with a month as the granularity.

- iii. The cost of the repair shall be borne by the administration. The officers shall get the repairing done by them during the warranty period. After the completion of the warranty period, the repair and maintenance shall be done through authorized agencies by the officials themselves. Prior sanction of incurring expenditure for repair shall be obtained by the officer.
- iv. In case of loss of mobile phone, the officer should lodge an FIR for the same. The officer shall be permitted to purchase new mobile phone within entitled

Pr Singh *SSC*

915652/2021/ED(Tele)

cost by depositing the depreciated value of the lost mobile phone. If the officer wishes, this can be adjusted within the reimbursement value for the new mobile phone.

- v. In case of transfer of the officer, or the officer going on deputation, the officer shall be permitted to retain the mobile phone with relevant entries in their Last Pay Certificate (LPC).
- vi. After completion of codal life of three years, the officer shall be allowed to retain the mobile phone and need not to pay anything for that. He/she is also entitled to purchase a new mobile phone as per policy.
- vii. In case of retirement, the officer will have the option of retaining the mobile phone after paying its residual value, or can deposit the mobile phone to the administration.
- viii. Mobile Phone returned by retiring Officers after retirement will be kept in spare pool and may be utilized as under:-
 - a) It can be temporarily issued to officers when their mobile phones are under repair.
 - b) When an officer joins a post and has not yet purchased a mobile phone.
 - c) It can be temporarily issued to officers in case of loss of their mobile phone.

3. This issues with the concurrence of Finance Directorate of Ministry of Railways.

Please acknowledge receipt and ensure compliance.

822
06.07.2021
(Umesh Balonda)

Executive Director (Tele Dev)
E-Mail: edtd@rb.railnet.gov.in

No. 2020/Tele/11(12)/1

Dated:06.07.2021

Copy to:

1. Principal Financial Advisors, All Indian Railways and Production Units.
2. Deputy Comptroller and Auditor General of India (Railways), New Delhi, 224, Rail Bhawan, New Delhi

Umesh Balonda
For Member Finance

Copy to:

1. F(X) II and Budget branches, Railway Board for information and necessary action.
2. PCSTEs, All Indian Railways for information and necessary action.