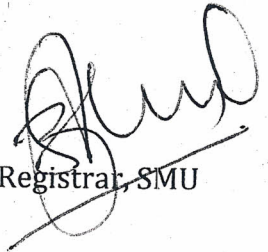


No.SMU/HR/GC/2015- 176

15 June 2015

MOBILE POLICY

1. The university has modified the Mobile Policy wef 01 June 2015. (Copy enclosed)
2. This policy supersedes mobile policy of 2009.



Registrar, SMU

Copy to :-

1. Vice Chancellor, SMU
2. Dean, SMIMS
3. Director, SMIT
4. MS,CRH
5. Principal, SMCON
6. Principal I/C, SMCPT
7. Sr Finance Officer, SMU
8. Head HR,SMIMS/CRH
9. Finance Executive- SMU/SMIMS/CRH
10. HR Executive - SMIT/CRH
- ✓ 11. Office Copy

SMU

Sikkim Manipal University

5th Mile, Tadong, Gangtok - 737102, Sikkim, India

Ph : +91-3592-232041, 231138, 270294 * Fax : + 91-3592-231147 * E-mail : info@smu.edu.in * Web : http://smu.edu.in

Mobile Policy:

| | | | |
|--|--------------------------------------|--------------|--|
| Prepared By: Human Resource Department | Approved By: Vice Chancellor, SMU | Version: 1.0 | Effective Date: 1 st June 2015 |
|--|--------------------------------------|--------------|--|

1.0 Purpose:

The objective of this document is to lay down the entitlement of the mobile phones to various categories of the employees of Sikkim Manipal University and its constituents units and the procedure for obtaining the CUG Connection.

2.0 Entitlement

2.1 Authorization of Mobile Phones and CUG Connection has, broadly, been divided into the following two categories :-

- a) Grade based Entitlement
- b) Need based Entitlement

2.2 Eligibility & Coverage

- a) All employees mentioned in the below table (Table 1 & Table 2) are entitled to a CUG connection. The roaming facility (national) can be added to the official connection of an individual on the recommendation of the Vice Chancellor/HOI/Reporting Manager
- b) Authorization of the said facility for all those employees who are not covered by the provisions of sub-paragraph (a) above shall be need based and prior approval should be taken from the HOI.
- c) All the employees on deputation will be covered as per para (a), and not with the policy of Parent Organization



A handwritten signature in black ink, consisting of a series of loops and curves, positioned to the right of the university seal.

2.3 Monetary Limits for the purchase of a mobile phone and CUG Connection will be as follows:

Table 1: For the Employees of the University and its Constituent Units:

| Designation | Eligibility for Mobile Handset (If Yes, mention the amount for the handset) | Max Amount for CUG for Calls | Max Amount for CUG for Internet |
|--|---|------------------------------|---------------------------------|
| Vice Chancellor/Pro Vice Chancellor/Dean/Director/HOI / Medical Superintendent/Registrar | Yes (Amount to be approved by the Vice Chancellor) | Actuals | Actuals |
| Deputy Controller of Exams/Additional Director/Additional Registrar/Additional Controller of Exams/Deputy Director/Deputy Registrar/Head (HR/Projects/General Services/Finance/Operations) | Need Based | 750 | 750 |
| Assistant Director/Assistant Registrar/Assistant Controller of Exams/Equivalent Designation | -NA- | 500 | 500 |
| University Support Staff | Need Based | 199-666 | -- |

Table 2: Employees Deputed to SMU from Group Entities:

| Designation | Eligibility for Mobile Handset (If Yes, mention the amount for the handset) | Max Amount for CUG for Calls | Max Amount for CUG for Internet |
|---|---|------------------------------|---------------------------------|
| Vice President | | Actuals | Actuals |
| Deputy General Manager | | 1200 | 1200 |
| Asst. General Manager | | 950 | 950 |
| Sr. Manager | | 750 | 750 |
| Manager | | 600 | 600 |
| Dy. Manager | | 500 | 500 |
| Asst. Manager | | 400 | 400 |
| Senior Executive | | 300 | 300 |
| Executive / Management Trainees/ Engineering Trainees | | 300 | 300 |
| Associate Level | | 300 | 300 |



3.0 Guidelines:

3.1. The H.O.I will send the requirement to the HR Department. The HR Department will check eligibility and forward to IT Department who will procure the CUG Connection and will inform the Senior Finance Officer.

3.2. Hand set for the mobile connection for the eligible employees will be purchased by the university

3.3. STD/ Roaming facility is provided only based on business needs and approval of competent authority. The University will settle all mobile bills directly with the Mobile service provider.

3.4. Any amount exceeding the approved limit will be paid by the individual to the Finance Department

3.5. Loss of Handset or SIM Card should be intimated to the administration department and to the service provider immediately along with the FIR. Any liabilities arising out of loss of SIM card will be the responsibility of the employee.

3.6. Employee will pay extra charges over and above authorized limit calculated on pro-rata basis on the date of relinquishing his/her appointment and the CUG Connection.

3.7. No mobile Reimbursement claims will be entertained on personal numbers of the employees. Entitled personnel will be provided CUG connection based on their designation after getting approval from Competent Authority



A handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

Application for CUG/Internet Dongle Connection

1. Name : _____
2. Employee Code: _____
3. Department: _____
4. Designation : _____
5. Purpose (Grade Based/Need Based) _____
6. Salary Grade: _____
7. Monthly Usages: _____
8. Justification with Reasoning:

Signature of Employee

Signature of Reporting Manager

Comments of HR

| | |
|--|--|
| | |
|--|--|

Approved/Disapproved

Signature of HOI

IT Department:
IMEI Number:
Sim Card Number:
Mobile Number:

Copy to:

- Finance Department



Date -

To

The Senior Finance Officer,
Sikkim Manipal University,
Gangtok

Dear Sir,

I the undersigned have been allotted the company paid CUG Connection _____ of Vodafone Service provider and my maximum usage limit is fixed at Rs. _____ per month by the company, on the understanding that I shall make only official & productive calls in the interest of the company.

In case of excess bill against my usage limit of Rs. _____, it is obligatory on my part to bear the bill amount in excess of limit and accordingly, I agree to pay the same without any delay and authorize you to deduct from my monthly pay

It has been submitted without any prejudice and burden upon me.

Thanking you,

.....

Name of Employee:

Employee Code:

Unit:

