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No.7/27/2001-GAD-II (P.F)  
Government of Goa,  
General Admn. Department,  
Secretariat, Porvorim, Goa.

Dated:- 13/11/2009

**OFFICE MEMORANDUM**

**Sub:- Facility of Telephone (Landline and/or mobile connection) at the residence in respect of entitled categories of Government employees.**

The Government has been issuing the instructions/guidelines in respect of usage of mobile phones by Hon'ble Ministers, Secretaries/Officers & other officials from time to time.

Since the earlier instructions issued, there have been many changes in the field of telecommunications and major technological advancements have taken place. This has brought internet, mobile facilities to the domain of the common people. Many service providers with various schemes have also entered the market. Further, usage of telecommunication services has proliferated. Keeping this in view and the technology available in the field of communication, the existing instructions on the subject have been reviewed.

The existing entitlement regarding reimbursement of telephone charges of residential telephones provided to the officers as also on the mobile phones to the entitled officers to the Government of Goa, and broadband facility at home has been converged into a single package. Accordingly in supersession of all the earlier instructions/guidelines in respect of mobile/landline/broadband etc. the following decisions have been taken:-

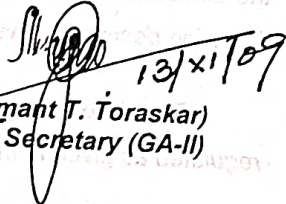
The maximum amount reimbursable to a category of officer will be regulated as given in the table below:-

SR.NO.	RANK/DESIGNATION	CEILING AMOUNT
1.	Secretaries with Supertime Scale/D.G.P.	Rs. 3500 per month
2.	I.G.P./D.I.G./ Secretaries to Government	Rs. 3000 per month
3.	Joint Secretaries/H.O.D's/O.S.D to Hon'ble Ministers	Rs. 2500 per month
4.	Other officers entitled as per the discretion of the Government	Rs. 1500 per month

P.T.O.

- The amount will be reimbursed within the prescribed ceiling on submission of bill/receipt by the concerned Officer. There will not be any separate ceilings for landline/mobile/broadband.
- The amount reimbursable will cover landline and/or mobile connection.
- Officers are at liberty to choose the service provider and avail any options for payment within the maximum monetary ceiling.
- It will also include broadband facility or such facilities through which data, voice or image is transferred.
- STD facility may be provided in the residential telephones. However, there would be no enhancement of ceilings as prescribed above.
- No instruments shall be provided by the Government, except to the Ministers and Secretaries to the Government, for which the cost of handset for mobile phone would be limited to Rs. 5000/- in each case.
- The amount reimbursable will be reduced by Rs. 400/- if the Officer of the rank of Secretary, D.G.P., D.I.G./I.G.P. Joint Secretary and above does not have broadband facility at his residence.
- Other officers who have been permitted to avail the mobile facility by the Government as a special case shall be liable for reimbursement up to the limit of Rs. 500/- only and the cost of the mobile handset would be borne by the concerned officer/official.
- All the Heads of office are instructed to defray the extra cost from their "Office Expenses" and no additional fund will be provided in this regard.

These guidelines are issued in supersession to earlier Office Memorandum of even number dated 22/06/2009 and shall stand effective from the 1<sup>st</sup> October 2009.

  
(Hanumant T. Toraskar)  
Under Secretary (GA-II)

To,

- 1- All Secretaries to Government of Goa.
- 2- All Heads of Department/O.S.D's to Ministers, Joint Secretaries & Under Secretaries to Government of Goa.
- 3- The Director of Accounts, Panaji - Goa.
- 4- The Sr. Dy. Director of Audit, Porvorim, Goa.
- 5- The Cashier.
- 6- The Bills.
- 7- The Guard file.
- 8- O/c.