



EMPLOYEES' STATE INSURANCE CORPORATION
HQRS. OFFICE : C.I.G. MARG : NEW DELHI-110002

No.D-27/15/Policy/2002-Genl.

Dated : 29.03.2010

CIRCULAR

Subject:- Reimbursement of Mobile Phone monthly charges .

In order to improve the connectivity, the Director General has approved reimbursement of Mobile Phone monthly charges to the Administrative & Para-medical officers / staff as per the rates & detail given below:-

S.No.	Designation	P.M. Ceiling + taxes
1.	A.D./Mgr. Gr.I / P.S.	Rs.500/-
2.	Inspectors / Mgr. Gr.II/ O.Ss	Rs.400/-
3.	D.A. (one only) dealing with Staff Cars in Hqrs. Office, Ambulances / Staff Cars in Hospitals	Rs.300/-
4.	Caretaker (designated) in all ROs/SROs / Hospitals / ESIC Residential Colonies	Rs.300/-
5.	Chief Nursing Supdt./Nursing Supdt./Sr. Dieticians/ Dy. Nursing Supdts./ Asstt. Nursing Supdts.	Rs.500/-
6.	Para-medical staff (limited to one staff during a shift) posted in Blood Bank/ Trauma Centre & drawing Grade Pay of Rs.4,600/- p.m. & above	Rs.300/-
7.	Incumbents drawing Grade Pay of Rs.4,600/- p.m. & above and dealing with repair of equipments in O.T. & responsible for keeping other essential services running	Rs.300/-
8.	Pharmacists posted in Central Store or Hospitals Store and dealing with purchase of medicine & stores.	Rs.300/-

P.T.O.

The facility of reimbursement of Mobile phone monthly charges is subject to the following conditions:-

- A) The telephone connection must be post paid and in his/her own name.
- B) No connection / activation or any other charges are payable.
- C) The mobile phone is to be kept switched on at all the time.
- D) The user himself / herself is solely responsible for safe custody of the sim / mobile phone and its usage.
- E) Timely payment of the bill is to be initially made by the user and no surcharge / fine / late fees is to be paid by the office.
- F) The reimbursement claim can be made on quarterly basis.

A telephone directory containing all official landline and mobile telephone numbers may be published at R.O./S.R.O./Hospital/D(M)D level and be circulated among all the users. And a few copies of the same may be sent to Hqrs. Office.

The above instructions are to become applicable w.e.f. 1st April, 2010.



(GULSHAN KUMAR)
DY. DIRECTOR (GENL.)

To

All Additional Commissioners / Regional Directors of Regions/NTA /
Jt. Director (I/c) of Sub-Regional Offices /Divisional Offices /
Medical Superintendents of ESIC Hospitals / D(M)D / SSMCs / SMCs &
O.D.C., Joka, Kolkata / J.D.(F) / D.D.(F) of R.O. / D SRO / Hospital, etc. /
All Officers in Hqrs. Office / Guard File / Spare copies

*System for Hqrs office, with request to upload the
circular in ESIC official website*