

**GOVERNMENT OF WEST BENGAL**  
**FINANCE DEPARTMENT**  
**Audit Branch**  
**Writers Buildings, Kolkata-700001**

No7522-F

Kolkata, the 26<sup>th</sup> September, 2008.

**OFFICE MEMORANDUM**

Sub. : Facility of telephone (landline and /or mobile connection & internet connection) at the residence of entitled categories of Government employees.

Reimbursement of residential telephone bills for certain categories of officers has been allowed by the Government. 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. Therefore, it is imperative that Government officers adopt to the changing trends in communication.

2 Keeping this in view and the technology available in the filed of communication, the existing instructions on the subject have been reviewed.

It has been decided that the existing entitlement regarding reimbursement of telephone charges of residential telephone of the officers as also on the mobile phones and broadband facility at the residence of the entitled officers of the of the Government of West Bengal should be converged into a single package. Accordingly, the following decisions have been taken as regards fixing a ceiling upto which reimbursement shall be allowed under this package:

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

Sl. No.	Rank / Designation	Ceiling limit
1.	Chief Secretary / Additional Chief Secretary to the Govt. of West Bengal	No Limit
2.	Principal Secretary / Secretary to the Govt. of West Bengal	Rs.2000/ p.m.
3.	Officers in the rank of Special Secretary or equivalent; Chief Engineers	Rs.1600/ p.m.
4.	Officers in the rank of Joint Secretary or equivalent; Directors; Additional Chief Engineers	Rs.1200/ p.m.
5.	Officers in the rank of Deputy Secretary or equivalent; OSD & E.O. Deputy Secretary; Joint Directors in Pay Scale No. 18	Rs.600/ p.m.

4. (i) The amount will be reimbursable provided the officer is entitled to have a telephone at his residence at Government cost as per existing rules and orders.

(ii) The amount reimbursable will cover landline and /or mobile connection and /or broadband facility. There will not be any separate ceilings for land / mobile/ broadband.

(iii) Reimbursement is possible upto 2 landline connections, where 1 landline is used for availing of broadband facility.

(iv) The amount will be reimbursed within the prescribed ceiling on submission of bill / receipt by the concerned officer.

(v) The amount reimbursable is exclusive of all taxes, if any.

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(vi) Officers are at liberty to choose the service provided and avail any options for payment within the maximum monetary ceiling.

(vii) It will also include broadband facility, dial-up facility or such facilities through which data, voice or image is transferred.

(viii) STD facility may be provided in the residential telephones. However, there would be no enhancement of ceilings as prescribed above for this. However no ISD facility will be allowed except to the chief Secretary, Additional Chief Secretary and to Principal Secretaries.

(ix) In case of telephone in personal name, installation charges, security deposit or any other one time charges, except advance rent, if any shall be borne by the concerned officer.

5. This order takes immediate effect.

*Sd/-*  
**D. Mukhopadhyay**  
**Principal Secretary**  
**Finance Department**

**No.7522/1(300)-F**

**Kolkata, the 26<sup>th</sup> September, 2008.**

Copy forwarded for information and necessary action to :-

1. The Additional Chief Secretary/ Principal Secretary / Secretary.....Dept.
2. ....Special Secretary, Joint Secretary, Finance Department.
3. The .....Dept./ Dte .
4. The Commissioner,.....Division
5. The Dist. Magistrate/ Dist Judge / Superintendent of Police,.....Dist.
6. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata – 700 001.
7. The Pay & Accounts Officer, Kolkata Pay & A/cs Office-I, 81/2/2, Phears Lane, Kolkata–12.
8. The Pay & Accounts Officer, Kolkata Pay & A/cs Office-II,P-1,Hyde Lane, Kolkata–700073
9. The Accounts Officer, West Bengal Secretariat, Writers' Buildings, Kolkata- 700001.
10. The Treasury Officer.....Treasury.

*Sd/-*  
**Joint Secretary to the**  
**Government of West Bengal**  
**Finance Department**