

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II) KERALA,
THIRUVANANTHAPURAM

म.ले/लेखापरीक्षा (2)/सामान्य/1-3/24-25
AG (Audit II)/Telephone Bills(Office)/2024-25
दिनांक /Date: 05.03.2025

CIRCULAR - 50

विषय /Sub: Provision of telephone facilities and reimbursements to officers of GOI – reg.

Vide OM No.24(3)/E.Co-ord/2018 dated 26-03-2018 of Ministry of Finance, Department of Expenditure, the officers below the rank of Deputy Secretary and equivalent (Level 12 of Pay Matrix) to the Govt. of India (restricted to 25% of the sanctioned strength of Group-A Officers) are eligible for reimbursement of telephone call charges of residential telephone/mobile phone/broadband/ mobile data/data card.

Now, HQrs office has intimated that the above facility may be extended to the officers below the rank of Deputy Secretary and equivalent to the Government of India (restricted to 25% of the sanctioned strength of Group-A officers) in IA&AD on "functional requirement" basis. The limit on reimbursement will be Rs. 1200/- per month + taxes as applicable.

As the reimbursement facility is restricted to 25 % of the sanctioned strength of Group-A officers in the office, as per orders dated 05/03/2025 of AG, 14 SAO's, posted in HQrs and having functional charge of sections have been approved to avail the facility to reimburse telephone charges. The reimbursement facility to the 14 SAOs shall be effective from 03/07/2024 as per the list mentioned below.

Sl. No.	SAO Post/Functional Charge
1	Secretary to PAG ✓
2	SAO Admin/General ✓
3	SAO AMG-I HQ-I ✓
4	SAO AMG-II HQ-I ✓
5	SAO AMG-III HQ-I ✓
6	SAO APC Cell ✓
7	SAO Report AMG-I ✓
8	SAO Report AMG-II ✓
9	SAO Report AMG-III ✓
10	SAO Report SFAR ✓
11	SAO FINAT ✓
12	SAO Report COPU/DP Cell ✓

13	SAO Bills/Cash/Entitlement
14	Data Manager / SAO ITS

The following guidelines regarding reimbursement of telephone charges are issued.

1. There will be no separate ceiling for landline/mobile/broadband/mobile data/data card. The amount reimbursable will cover landline and or mobile/broadband/mobile data/data card connection and shall be limited to the ceiling prescribed or as per actuals whichever is lower.
2. Officers are at liberty to choose the service provider and the tariff package for residential landline/mobile phones. However, the amount shall be reimbursed on submission of bills/receipt by the concerned officer.
3. Reimbursement for mobile phone charges will be restricted to the officer in whose name the mobile connection is registered.
4. Reimbursement will not be admissible in case of leave (of any nature) and trainings which are for more than one calendar month(s).
5. In case where husband and wife are sharing the same residential landline telephone and both are entitled for reimbursement, only one of them will be allowed reimbursement against the residential landline telephone. The claim for mobile phone charges shall be treated separately for each of the officer, subject to the entitled ceiling.
6. If any Sr.AO is posted out from the section and another Sr. AO is posted in their place, telephone reimbursement shall be provided to the officer who has attended office on more number of working days in that month.

(Vide orders of Accountant General (Au-II) dated: 05/03/2025)

Digitally signed by

S S Kannan

Date: 06-03-2025

**Senior Audit Officer/General
Section**

Copy to:

1. Secy. to PAG (Audit-II)
2. PA to Sr. DAG (Admn & AMG-I)
3. PA to DAG (AMG-II)
4. PA to DAG (AMG- II)
5. All Branch Officers
6. All Sections
7. Notice Board