



## **Mobile Policy**

### **Purpose:**

- The purpose of Mobile Policy is to facilitate official communication and document the payment of the same.

### **Scope:**

- The scheme covers few specified employees of the Company as decided by Functional / Country Manager or HR /Admin

### **Procedure**

- Airtel CUG-SIM Card will be provided to the employees based on the requisition from the Head of the Department
- Mobile Instruments will be provided for those employees according to their nature of job.
- Limits of reimbursement of calls as under:

Levels	Limits
Functional / Country Manager	Actuals
Station Managers	Rs. 2500/-
Sales Team	Rs. 1000/-
Customer Service	Rs. 1000/-
Operations & others	Rs. 500/-

- Any expense exceeding the limits will be adjusted from their monthly salary, subsequently if the same is approved by the Station Head / Functional Head / Country Manager the same will be reimbursed by the finance department directly.
- Each Department must provide for the expenditure of mobile call charges in their Department Budgets.
- Admin Department shall have an MIS on Quarterly basis on Mobile Charges.



## **Procedure for recovery of mobile charges, over and above the authorized limits**

- The Admin department keeps a track of the mobile bills for each employee and determines the amount of excess usage by each employee. Admin will hand over the list of Employees who have exceeded their limits to the HR department and a copy of the list to the Accounts department on 26th of each month.
- HR team will deduct the amounts to be recovered from the employees from their monthly salaries. Accounts team will pass suitable entries in the books debiting the respective employees.
- When the employees get the excess usage, approved, by his supervisor the same will be reimbursed to him/her by the account department.

## **Responsibilities**

- Admin team is responsible for determining the excess usage by employees and providing the details to the HR Dept and Accounts department.
- HR department is responsible for recovering the excess amounts from the salary of the employee.
- Accounts department is responsible for passing entries in the books based on the list provided by the admin dept and for reimbursing the employee when subsequently the excess amount is approved by their supervisors.