

THE STATE TRADING CORPORATION OF INDIA LTD: NEW DELHI

(PERSONNEL DIVISION)

August 02, 2016

CIRCULAR No: IR/23/2016

Subject: Landline Phone with Internet, Mobile Phone etc. for employees - Reduction in Overhead Expenses

In supersession of all the earlier Circulars/decisions on the subject, the following shall be the entitlement w.e.f. 01.08.2016, till further orders:

i. Reimbursement of Landline expenses (inclusive of internet facility) at Residence

The executives of the level of DGM upto CGM only shall be entitled to reimbursement of monthly landline expenses inclusive of internet facility as under:

Sr. No.	Designation	Existing Ceiling (per month)	Revised ceiling (per month)
1	CGMs and equivalent	No ceiling	Rs 2,000/-
2	JGMs to GMs and equivalent	No ceiling	Rs 1,500/-
3	DGMs and equivalent	No ceiling	Rs 1,000/-

The aforesaid facility shall not be admissible to employees of the level of Chief Manager and below including staff.

ii. Reimbursement of Mobile Phone Expenses

All the employees from Grade-I upto the level of Chief General Managers shall be entitled to reimbursement of monthly mobile phone expenses, against post-paid connection only, as under:

Sr. No.	Designation	Maximum Admissible Amount per month
1	CGMs and equivalent	Rs 2,000/-
2	JGM to GMs and equivalent	Rs 1,500/-
3	DGMs and equivalent	Rs 1,000/-
4	Managers/CMs and equivalent	Rs 750/-
5	AMs/DMs and equivalent	Rs 500/-
6	SOM-II	Rs 500/-
7	SOM-I	Rs 450/-
8	Grade-I to OM	Rs 350/-




iii. Reimbursement of expenses incurred on purchase of Mobile Phone Instruments

Sr. No.	Designation	Entitlement	Maximum admissible amount
1	CMD/Directors/CVO	Entitled	At actuals
2	CGMs and equivalent	Entitled	Rs 10,000/-
3	GMs/JGMs and equivalent	Entitled	Rs 7,000/-
4	DGMs/CMs/Managers and equivalent	Need basis	Rs 5,500/-
5	DMs/AMs and equivalent	Need Basis	Rs 3,500/-
6	Staff	Need basis	Rs 3,500/-

Note: The employees at Sr. No. 2 to 6 shall be entitled for the aforesaid reimbursement once every 3 years, including the past durations, if any. For executives at Sr. No. 4 -6, approval of CMD on the recommendation of the concerned Director and Director (Pers) is required for reimbursement of expenses towards purchase of mobile phone instruments.

This issues with the approval of the Competent Authority.


02/08/16

(Samit Mohapatra)
General Manager(Pers)

- Exe. Secy. to CMD
- Exe. Secys. to Director/CVO
- All CGMs
- All divisional Heads/All BMs
- DGM(A&E)
- Notice Board/Website: for information of all concerned