

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA**  
**(Department of Empowerment of Persons with Disabilities,**  
**Ministry of Social Justice and Empowerment)**  
**Govt. of India**  
**G .T. Road, Kanpur -209217**

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**SCHEME REGARDING MOBILE PHONE**

**1.0 Applicability**

The scheme is aimed at providing a policy regarding procurement of mobile/smart phone by the Corporation for the Executives ranking from DGM and above.

The schemes applicability is for E-6, E-7 Executives and for CMD of the Corporation and is applicable from 1<sup>st</sup> April 2018.

**2.0 Quantum of ceiling**

The Corporation shall buy the latest instrument / Mobile Handsets of latest configuration for DGM & above, within the following ceilings:-

<b>Grade</b>	<b>Ceiling Amount</b>
CMD	Actual
General Managers	20000
Deputy General Managers	15000

The procurement shall be done by the designated Department of the Corporation (presently S,P&C) following the laid down purchase procedure through either GeMs / Team purchase with the representative of S,P&C; Quality and Finance Department.

**3.0 SIM Card**

The Scheme does not cover the SIM CARD and the Officers are expected to arrange their SIM CARDS. However, in case of CMD the Corporation may decide to procure SIM CARD for which at the time of superannuation/ relieving on completion of tenure, the SIM CARD has to be returned back and the Corporation shall arrange to deposit the returned SIM CARD back to the service provider.

In case the outgoing CMD decides to carry the SIM CARD arranged by the Corporation with him, the security deposited against that SIM CARD shall be recovered from full and final payment.

#### **4.0 Mobile hand Set**

The Mobile set procured shall be given to the concerned Officer taking the life of the set to be 3 years. Accounts Department shall be providing depreciation on the set assuming the useful life to be 3 years in accordance to the Depreciation schedule under the Companies' Act, 2013.

CMD shall be entitled for reimbursement of repair charges and amount spent on relevant accessories like charger, screen guard etc. on the set provided to him. However for other Executives, the repairs charges during the useful life shall be borne by them and they are entitled to a new set after the expiry of the useful period of 3 years.

The monetary ceiling for reimbursement of mobile phones charges as at present given by the Corporation shall continue without any change. If for reasons to be seen in future the Corporation decides to increase/decrease the ceiling of reimbursement, the changed limit shall apply.

The designated Department of the Corporation (presently S,P&C) shall initiate the procurement procedure 6 months in advance for new hand set to be provided after expiry of 3 years along with inviting quotation for disposal of old set.

If in case the Officer resigns or superannuates before 3 years of providing the Mobile Hand set, the Written Down Value shall be charged from his final settlement and the asset shall be deemed to have been sold at "No profit No Loss".

#### **5.0 Implementation**

The Scheme principally has been approved by the Board of Directors in its 173<sup>rd</sup> Board Meeting held on 16<sup>th</sup> April 2018 and CMD of the Corporation has been authorized to implement the scheme.

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