

JAIPUR RUGS

MOBILE POLICY

POLICY DETAILS

Title	Mobile Policy
Policy no.	16
Compiled by	HR Department
Policy status	Effective
Start /Effective Date	1 st May, 2017
Review date	1 st May, 2018
Policy Contact Representative	HR
Prepared by	HR
Approved by	Management

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1. OBJECTIVE

Company Mobile Phone Policy defines the eligibility for Mobile Phone Facility provided to employees based on the demand of their roles and responsibilities. This policy is to administer and provide guidelines to employees on the usage of Company provided Mobile Phones.

2. SCOPE AND COVERAGE

The policy covers Employees of Jaipur Rugs at Corporate Office and at Branches who need to be issued company mobile phone based on their roles and responsibilities.

3. ELIGIBILITY FOR MOBILE PHONE POLICY

3.1 The company mobile phone would be issued to Group Heads, Department Heads, Sales Professionals, Branch Managers and field employees.

3.2 Apart from above mentioned designations, company mobile phone will be provided to an employee only on the recommendation of the HOD/Management based on his/her job profile.

3.3 Table I below defines the maximum amount that would be reimbursed by the company for purchase of Mobile Phone and for Monthly Usage limit.

Table I

Mobile Handset Purchase and Monthly Usage Amount Reimbursement Table

Groups	Levels	Employee Designations	Handset Purchase Amount (Rs.)	Monthly Usage Limit (Rs.)
Corporate	C1 & C2	CEO, COO, CFO, CMO, CHRO	10,000/-	1000/-
Managerial	M1	General Manager, Deputy General Manager, Assistant General Manager	8,000/-	800/-
Managerial	M2	Sr. Manager, Sr. Project Manager, Program Manager	8,000/-	600/-
Delivery	D1	Manager, Project Manager, Assistant Manager, Dy. Manager	6,000/-	500/-

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Delivery Branch	D2	Sr. Executive, Executive, Team Lead	1,500/-	250/-
	D1	Branch Manager	4000/-	400/-
Branch Others	D2	QS, Supervisor, Centre Heads	1,500/-	250/-
	D2	Bunker Sakhi, Computer Operator (Branch)	1,500/-	200/-
		Drivers, Admin-Electrician	1,500/-	250/-

4. PROCEDURE OF APPLYING FOR MOBILE PHONE

4.1 Handset-

- The employee has to make a request to his Department Head by filling Mobile Requisition Form for approval.
- Department Head would approve and sign the requisition form and send an email to IT team for issue of SIM Card to employee. Employee would submit the approved form with Accounts Department
- Employee can purchase the mobile handset and submit the bill to Accounts Department for reimbursement.
- The amount for purchase of handset will be reimbursed to an employee till the limit mentioned in Table I within 3 working days of submission of the bill.

4.2 **SIM Card-** SIM Card would be issued by IT department within 3 days of receiving an email from employee's Department Head.

4.3 **Plan-** The monthly bill plan would be decided by IT team on the basis of usage and requirement of an employee

4.4 **Monthly plan** –Below are the current monthly plans -

- Vodafone- Monthly Rental Rs 150/- (400 Local + 200 STD minutes + National roaming incoming calls included in this plan , no data)
- Vodafone- Monthly Rental Rs 175/- (800 Local + National minutes + National roaming incoming calls included in this plan, no data)
- Vodafone- Monthly Rental Rs 499/- (Unlimited voice call Local I + National minutes + National roaming incoming calls 3GB 3G or 4G data included in this plan)

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-Vodafone- Monthly Rental Rs 599/- (Unlimited voice call Local I + National minutes + Roaming calls (outgoing) and 3GB 3G or 4G data included in this plan)

5. GUIDELINES

5.1 The mobile handset will be purchased by the employee and the amount incurred for purchase will be reimbursed by the company up to the limit mentioned in Table I.

5.2 The Mobile Bill

- The monthly bill amount will be paid by the company.
- Any time, if the monthly bill exceeds the approved usage limit (Mentioned in Table I), the same shall be recovered from the salary payable to an employee.

5.3 The mobile phone so purchased must be used for a minimum period of years as mentioned in below Table II. Before the specified period, if an employee wants to go for another set, the same shall be purchased on his own. Any repairs and maintenance of the handset within the below mentioned time period will have to be borne by the employee.

Table II

Minimum number of years for which the handset should be used

Handset Type	Min. Number of Years
Smart Phone	2 Years
Non- Smart Phone	1 Year

5.4 After usage of handset for the number of years mentioned above, employee can again request for purchase of new handset. Same procedure would be followed as mentioned in Point 4.

5.5 In case an employee resigns from the services of the company, the amount reimbursed for purchase of handset will be deducted from his F&F in following ways:

- If employee leaves the company within 6 months of joining, 100% of reimbursed amount would be adjusted from his full and final settlement.
- Smart Phone: If he leaves after 6 months and before 2 years, 50% of reimbursed amount would be adjusted from his/her full and final settlement.
- Non Smart Phone: If he/she leaves after 6 months and before 1 year, 50% of reimbursed amount would be adjusted from his full and final settlement.

5.6 **Lost or Stolen Mobile Phone:** Reasonable care must be taken to prevent accidental damage, loss or theft of mobile telephone equipment. In the event of the theft or loss of a mobile phone the employee must:

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- Immediately contact the network operator and make the SIM card disabled.
- Notify his/her reporting manager.
- File FIR and submit the FIR to IT department.
- The employee would be not issued another mobile phone till the minimum number of usage years mentioned in Table II.

- 5.7 Employee may be asked to justify monthly bills beyond the decided limits.
- 5.8 When travelling abroad on business, employees should be careful of roaming charges which vary considerably and are generally expensive. Every effort should be made to minimise costs during that time.
- 5.9 The mobile phone provided to an employee is company's asset and any time it may be demanded to be surrendered to the company.
- 5.10 Depending upon the usage of the service, company reserves the right to change the plan or tariff, wherever and whenever there is a scope for reduction of telephone expense.
- 5.11 Employees who hold company sponsored mobile phones should not access, store or distribute any offensive or inappropriate (eg defamatory or racist) material with that mobile phone. Non-adherence to this rule will carry serious consequences.

**ANNEXURE
REQUISITION FORM FOR MOBILE PHONE**

Employee Name:		Designation:	
Department Name:		Reporting Manager:	
Handset Type required:	Smart Phone:	Non Smart Phone:	
Purchase Cost: (As per Mobile Policy)			
Monthly Plan:			
Reason for Mobile Phone Requisition: (Please specify the activities for which the mobile phone would be used)			

Employee Signature: _____

Approver's Signature: _____

HOD's Signature

Accounts

Date