

Chapter 46

Guidelines on telephone facilities/use of official cars /news- paper facilities etc. to the eligible officers of ICAR

46.1 Guidelines on telephone facilities

For regulating telephone facilities in the office as well as at the residences of the officers, the ICAR has been following guidelines/instructions issued by the Ministry of Finance, Department of Expenditure from time to time. The land line telephone connection in the office have been provided to the officers/Section etc. as per necessity. As regards the facility of land line telephone connection at the residences , the entitled categories of Govt. employees are as follows:

Sl.No	Rank/Designation
1	Secretary to the Government of India and equivalent rank
2	Additional Secretary and Joint Secretary to the Government of India
3	Equivalent rank to Additional Secretary and Joint Secretary to the Government of India
4	Director and Deputy Secretary to the Government of India and equivalent rank
5	Below the rank of Deputy Secretary to the Government of India (restricted to 25% of Group 'A' Officers below the rank of Deputy Secretary)

In ICAR, the officers equivalent to the rank/designation given above are entitled to telephone facility at the residences. Ceiling on number of calls allowed on official account to officers in the telephones provided at their residences was also fixed vide Deptt. of Expenditure Ministry of Finance O.M. No. 7(14)/C&V/2006 dated 8.6.1982. Subsequently when the facility of Cellular phones became available in the market, the Deptt. of Expenditure, Ministry of Finance vide its OM No. 5(3)E.Coord./2002 dated 1.1.2003 extended the facility of Cellular phone to Secretary level officers of the Central Government. Changes in the field of telecommunication and major technological advancements has brought internet, mobile facilities to the domain of common people. Therefore it became imperative that Govt. officers adapt to the changing trends. Keeping this in view and the technology available in the field of communication, the existing instructions on the subject have been reviewed by the Government. The existing entitlement regarding reimbursement of telephone charges of residential telephones provided to the officers as also on the mobile phones to the entitled officers to the Government of India and broadband facility at home has been converged into a single package. Accordingly in supersession of Deptt. of Expenditure , Ministry of Finance OM No. 7(8)-E.Coord./82 dated 8.6.82, OM No. 5(3)/E-Coord./2002 dated 1.1.2003, OM No. 7(3)E-Coord./2003 dated 14.1.2004,



26-2-2004 and 5-4-2004, single package has been provided to the Govt. officers vide Deptt. of Expenditure Ministry of Finance OM No. 7(14)/C&V/2008 dated 14-11-2006, 14th April 2007 and dated 9th July, 2007.

Sl.No	Rank/Designation	Ceiling Amount
1	Secretary to the Government of India and equivalent rank	Rs. 2800/- per month
2	Additional Secretary and Joint Secretary to the Government of India	Rs. 2000/- per month
3	Equivalent rank to Additional Secretary and Joint Secretary to the Government of India	Rs. 1800/- per month
4	Director and Deputy Secretary to the Government of India and equivalent rank	Rs. 1500/- per month
5	Below the rank of Deputy Secretary to the Government of India (restricted to 25% of Group 'A' Officers below the rank of Deputy Secretary)	Rs. 800/- per month

Subsequently Ministry of Finance, Deptt. of Expenditure vide its O.M. No. 24(5) E.Coord./2012 dated 11th May 2012 allowed use of data card for Internet purposes subject to the following conditions:

- (i) No Data-Card (Hardware etc.) would be provided by the office and only reimbursement for data use, through data card, will be allowed on submission of bill.
- (ii) The User has the liberty to choose any operator/plan beneficial to them.
- (iii) Re-imburement would be allowed for one data card connection only.
- (iv) There would be no separate ceiling for the internet through data card and the reimbursement will be allowed to the entitled officer according to the ceiling/guidelines/clarification laid down vide this Department's OMs No. 7(14)/C&V/2006 dated November 14th, 2006, dated April 14th 2007 and dated July 9th 2007. As such, the maximum monthly reimbursable amount towards charges on residential telephone/mobile /broadband /data card use (for internet purposes), to a category of an officer will be as under:-

Sl.No	Rank/Designation	Ceiling Amount
1	Secretary to the Government of India and equivalent rank	Rs. 2800/- per month
2	Additional Secretary to the Government of India and equivalent rank	Rs. 2500/- per month
3	Joint Secretary to the Government of India and equivalent rank	Rs. 2000/- per month
4	Director and Deputy Secretary to the Government of India and equivalent rank	Rs. 1500/- per month
5	Below the rank of Deputy Secretary to the Government of India (restricted to 25% of Group 'A' Officers below the rank of Deputy Secretary)	Rs. 800/- per month

Accordingly the ICAR allowed re-imburement w.e.f. 01-04-2012 to the officers at ICAR headquarters as follows:-



Sl.No.	Designation	Amount
1.	D.G, ICAR & Secy. (DARE)	Rs. 2800/- (with Broadband)
	D.G, ICAR & Secy. (DARE)	Rs. 2400/- (without Broadband)
2.	Secy. ICAR & A.S. DARE, F.A. DARE/ICAR	Rs. 2500/- (with Broadband)
	Secy. ICAR & A.S. DARE, F.A. DARE/ICAR	Rs. 2100/- (without Broadband)
3	Deputy Director General	Rs. 1800/- (with Broadband)
	Deputy Director General	Rs. 1400/- (Without Broadband)
4	Asstt. Dir. Gen. Director, &Dy. Secy.	Rs. 1500/- (with Broadband)
	Asstt. Dir. Gen. Director, &Dy. Secy.	Rs. 1100/- (without Broadband)
5	Below the rank of Dy.Secy.	Rs. 800/-

The above mentioned reimbursement is exclusive of Taxes.

46.2 Telephone facilities at ICAR Institutes.

The entitlement of residential telephone at the National and other Institutes will be as under:-

NATIONAL INSTITUTES

Sr. No.	Designation of the officer	No. of telephones to be given	
I	Director	One	With STD facility either at residence or office.
II	Joint Directors	One each	
III	Project Directors/Coordinators	One each	
IV	Chief Administrative Officer	One	
V	Chief Finance & Accounts Officer/ Sr. Finance & A/c Officer	One	
VI	Telephones to be given on the basis of functional necessity at the Director's discretion	Five	

OTHER INSTITUTES

I	Director	One	
II	Sr. Administrative Officer/Administrative Officer	One	
III	Sr. Fin.& Accounts Officer/Finance & Accounts Officer	One	
IV	Telephones to be given on the basis of functional necessity at the Director's discretion	One	

NRCs/PROJECT DIRECTOR/COORDINATORS RESEARCH CENTRES

Director/Coordinators/Head of one Zonal Research Centers One

(ICAR No. 12(1)/90-CDN(A&A) dated 13.9.1990

(ICAR No. 12(1)/90-CDN(A&A) dated 24.12.1990)



Note(1): The Criteria as follows will be used for providing telephone facilities to the AF&AO/AAO who are heading Finance and Administration respectively at the Institutes / NRCs/ZCs/PDs etc.:-

Sr.No.	Designation of officers	No. of residential Telephone connections without STD facility.
1	National Institutes Chief Admn. Officer/Sr. Admn. Officer/Admn. Officer who is Head of Admn. Chief F&A.O/Sr. F & AO/F&AO who is Head of Finance	1
2	Other Institutes Sr.A.O/AO/AAO who is Head of Admn. Sr.F&AO/F&AO/AFAO who is Head of Finance	1
3	NRCs, Zonal Coordinators/PDs etc. (i) Sr.AO/AO/AAO who is Head of Admn. ii) Sr. F&AO/F&AO/AFAO who is Head of finance	1

(ICAR No. 12(1)/98-CDN(A&A) dated 15.1.2004)

Reimbursement of Telephone bills at ICAR Institutes

The Council allowed following officers of the ICAR institutes in view of MOF OM No. 7(14)/C&B/2006 dated 10.4.2007, the reimbursement of telephone bills as per the monetary ceilings given below:

Sr. No.	Ranks /Designation	Maximum Ceiling amount reimbursable (Per month)
1.	Directors of IARI, IVRI, NDRI, CIFE and NAARM	1800
2	Director of other ICAR Institutes/PDs/NRCs and Jt. Directors of IARI, IVRI, NDRI, CIFE and NAARM	1500
3	Zonal Coordinators	1500
4	CAO/CF&AO	1500
5	SAO/SF&AO.AO/F&AO/AAO/AF&AO (who is Head of the Administration & Head of Finance)	800

The amount reimbursable will be reduced by Rs. 400/- if the officer in the scale of Rs. 12000-16500 and above does not have broadband facility at his residence.

The number of officers eligible for reimbursement/payment of telephone charges as per above monetary ceiling shall be regulated as per ICAR OM No. 12-1/90-CDN(A&A) dated 13.9.90 and 12-1/98-Cdn(A&A) dated 15.1.2004.

(ICAR No. 12-1/98-CDN(A&A) dated 1/6/2007)

Telephone facilities to Hostel Wardens

The facility of residential telephone with STD may be provided to the Scientists as Chief Hostel warden or one of the Wardens identified subject to the following conditions:-

This facility should be provided as long as the official performs the said additional duty;



The warden should have the residence in the vicinity of the hostel.

The facility should be restricted to Wardens of students hostels only and not in the case of general HRD/Training hostels

The money ceiling of reimbursement of telephone charges will be regulated as per Council's OM No. 12(1)/98-Cdn(A&A) dated 1st June, 2007.

(ICAR No. 12(1)/98-Cdn(A&A) dated 10.9.2007)

46.2 Use of official cars

- i) The Secretary, ICAR and the Directors of Research Institutes who are the Heads of the Departments in respect of Council's Headquarter and Research Institutes respectively are entitled to the facilities of use of official car to the extent admissible to the Heads of the Departments of the Central Government as per Ministry of Finance O.M. No. 3(16)/E.II(A)/84-(3) dated 21st February.1985. In addition to these officials, the Chairman, ASRB and the Deputy Directors General at Council's Headquarters are also entitled to the facility of use of official car as admissible to the Officers of the rank of Joint Secretary to the Govt. of India as per Ministry of Finance OM. No. 3(16)/E.II(A)/84-(1_ dated 20th February, 1985.

(ICAR No. 17-5/85-Cdn.(A&A) dated 25.10.1985)

- ii) As per para 3 of the O.M. No. 1(2)/2009-Cash II dated 29.8.2008 issued by the Ministry of Finance, Officers drawing grade pay of Rs. 10000/- & Rs. 12000/- and those in the HAG + Scale, who are entitled to the use of official car in terms of O.M. No. 20(5)-E-II(A)/93 dated 28.01.94 shall be given the option to avail themselves of the existing facility or to draw the Transport Allowance at the rate of Rs. 7000/- p.m. plus dearness allowance thereon. In view of these facts all the Directors of the Institutes are requested to strictly adhere to the guidelines of said O.M. and take into account both the criteria of Grade Pay as well as entitlement to use the official vehicle for drawing Transport Allowance at enhanced rates. If one of the criteria is missing as stated then incumbent will continue to draw Transport Allowance at ordinary rates.

(ICAR No. 1(2)/2009-Cash II dated 12.5.2009)

- iii) In case where official car is attached to the post such as Directors of ICAR Institutes, Joint Directors of Deemed University and other similar posts, the incumbent would not be entitled to exercise option to draw Transport allowance by claiming that he would not use the official car.

(ICAR No. 24(1)/2008-CDN(A&A)dated 10.7.2009)

46.3 Transport facilities to the employees of the ICAR Institutes:

Employees of the ICAR institutes will be allowed free transport for undertaking the following Journeys

- (i) Journeys between the institutes and the Agricultural Farms.



- (ii) Journeys for medical treatment of the employees and their families living within the Institutes premises provided the Institutes are located away from the town/cities, and the illness of the employees or their families is acute and sudden and the nearest Govt/Government recognized hospitals for medical reimbursement purposes is more than 5 kms from the Institutes.

Subsidized transport will be provided to the employees of the Institutes who are in receipt of a basic pay upto Rs. 500/- per mensem, for journeys undertaken by them between the towns and the Institutes, provided:-

They are living in towns which are located at a distance of 8 kms or more from the institutes;

- (ii) They are not getting city compensatory allowance which is provided partly as reimbursement of the higher cost of transport in classified towns/cities; and
- (iii) The transport facilities existing for the general public are either inadequately developed or very costly.

The employees fulfilling the above conditions will be provided subsidy at the rate of Rs. 7.50 per head per mensem, if they are in receipt of a basis salary up-to Rs. 250/- per mensem, and Rs., 10/- per head per mensem if they are drawing a basic pay above Rs. 250/- but not more than Rs. 500/- per mensem. After making allowance for this subsidy, the rates of recovery from the employees will be so fixed that full cost of recurring expenditure like oil, insurance, driver's salary and repairs etc. are recovered and that the only further subsidy from the Institute is the capital subsidy in the form of cost of vehicles.

No subsidy will be allowed to the staff drawing a basic pay of more than Rs. 500/- per mensem. Full cost of providing transport will be recovered from them.

There is no objection to the use of the institute's vehicles for providing transport to the school going children, provided:-

- (i) The children who make use of these facilities are living within the Institute's premises located away from towns by more than 8 kms and schooling facilities are not available within a radius of 8 Kms. from the Institute; and
- (ii) The rates of recovery are fixed in such a manner that full cost of the recurring expenditure is borne by the employees and there is no subsidy in actual transport expenditure.

(ICAR No. 4(41)/75-Reorgn.(Adm) (Per.IV) dated 28.8.76)

46.4 Newspaper facilities

As per ICAR letter No. 2(13)/92-Lib dated January 18,2002 issued in pursuance of the Ministry of Finance, Deptt. of Expenditure O.M. No. F.1(16)-EII(A) dated 13.9.96 the entitlement of officers for reimbursement of bills in respect of Newspapers purchased by them at their residence is as under w.e.f. 1st December 2001



Sl.No.	Designation of the post	Maximum number of Indian Newspapers
1	Director General, ICAR & Secretary DARE	No limit
2	Deputy Director General/Additional Secretary, DARE & Secretary ICAR/ Additional Secretary & Financial Advisor, DARE/ICAR	3
3	Joint Secretary/Joint Secretary level officers	2
4	Director/ADG/Deputy Secretary /Principal Scientist/Sr. Scientist/Under Secretary/Section Officer or Equivalent and above in all categories	1

The officers would have the option to purchase the Indian Newspapers of their choice. The reimbursement in respect of the Newspapers may be made on production of Bill/Cash Memo by the concerned Officer but in respect of Director General, ICAR & Secretary, DARE/Deputy Directors General/Additional Secretary, DARE & Secretary ICAR/Additional Secretary & Financial Advisor, DARE/ICAR, the bills can be paid directly by the Government/Council to the newspaper agency if so desired by the officer. The Officers will have the option to either return the old newspapers or to make a deduction from the reimbursement bill @ 15% for retaining such Newspapers. No reimbursement in respect of Magazines/Periodicals may, however, be allowed as these may not be permitted on individual basis but could be purchased by the Library of the Council and supplied to the officer on circulatory basis.

A copy of the above mentioned letter has also been endorsed to all Directors/Project Directors of ICAR Institutes for regulating the newspaper facilities accordingly.