

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION

F.No.2/26/2005-RA-IV

Islamabad, the 11th June, 2009.

OFFICE MEMORANDUM

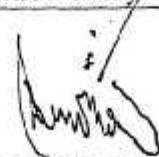
Subject: - REVISION OF POLICY ON USE OF MOBILE PHONE FACILITY

The undersigned is directed to refer to this Division's Office Memorandum No.2/26/2005-RA-IV dated 11th May, 2009 on the above noted subject and to say that some queries have been received in this Division from various Ministries/Divisions/Departments seeking clarifications regarding policy on use of mobile phone facility. Following clarifications are hereby circulated with the approval of the competent authority.

Sl.No.	Queries	Clarifications
1	Whether connection, activation and security deposit charges may be met from with-in the approved budget of the Ministry/Division or by the officer concerned.	The expenditure on activation/connection charges, security deposit may be met from with-in the approved budget of the Ministries/Divisions with the approval of the Principal Accounting Officer/s. However, it is advised in the national interest that Ministries/Divisions may make proper arrangements to waive-off the security deposits by the mobile phone companies who would be happy to extend the facility in lieu of business.
2	Whether officers of Attached Departments/Sub-ordinates Offices of the Federal Government are entitled to avail this facility or other wise.	All regular officers working in the Ministries/ Divisions (BS-17 to 20) are entitled to avail this facility on public account as per prescribed ceiling. Officers of Attached Departments/Sub-ordinates Offices are not entitled to avail this facility.
3	Whether there will be a separate head for the mobile or adjusted against the allocations for landline telephone.	As per existing financial rules and practice in vogue
4	Whether officers working in BPS-17/18 on regular basis who have not been provided/entitled separate office telephone (landline) facility are also covered under the revised mobile hone facility or other-wise.	All regular officers working in the Ministries/ Divisions (BS-17 to 20) are entitled to avail this facility on public account as per prescribed ceiling. Officers appointed on current charge basis or selection grade are not entitled for this facility. Similarly, officers appointed on contract basis will avail the facilities in accordance with terms and conditions issued by the Finance and Establishment Divisions.

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5	Whether officers like Consultant, Deputy Consultant, Assistant Consultant, posted in National Reconstruction Bureau (NRB) are entitled to avail this facility or other wise.	All regular officers in BS-17 to 20 posted in President Secretariat's, Prime Minister's Secretariat, National Assembly/Senate Secretariat Wafaqi Mohtasib Secretariat etc. are entitled to avail the said facility. This facility will not be applicable to the officers posted in Autonomous Bodies Attached Departments and Sub-ordinance offices.
6.	It may be clarified whether officers who have been in the past obtained special permission/NOCs by the Cabinet Division for use of mobile phones with a special ceiling would continue to avail said facility or otherwise.	Special permission/NOCs already issued by the Cabinet Division would continue. However, other regular officers will observe ceiling as per their entitlement.
7.	The facility of post paid billing line is quite cumbersome and would create lot of administrative difficulties for the Ministries/Divisions and cellular companies. In order to get optimum benefits from this facility it is proposed to monetized the facility of mobile phone and attach it with the pay of officer or pre-paid cards be provided to the officer in order to avoid extra expenditure on processing the post paid bills.	The facility of post paid billing was approved by the competent authority in accordance with the Principal of Financial Propriety, to maintain a proper record of bills and to avoid audit objections.
8.	Whether ceiling fixed for different categories is inclusive of all taxes and line rent or otherwise.	Ceiling fixed @ Rs. 500/-, Rs. 800/- and Rs. 1000/- per month is inclusive of line rent and all other taxes. Excess expenditure, if any would be paid by the officer himself and settled every month.


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All Federal Secretaries/
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