

No.3/10/2006/STC-RA-III

Islamabad, the 5th January, 2007

OFFICE MEMORANDUM

Subject:- INSTALLATION AND GENERAL ENTITLEMENT FOR FIXED LINE TELEPHONE CONNECTIONS ON PUBLIC ACCOUNT

The undersigned is directed to say that the existing policy for fixed line telephone connections has been revised and further relaxed in order to avoid undue delays and unnecessary correspondence for installation of new official telephone connections. Following revised instructions on the subject are therefore, circulated for compliance:-

1. OFFICE TELEPHONE

1.1 Ministries /Divisions /Attached and Subordinate Departments etc.

The powers to sanction a new office fixed line connection in the Ministries/Divisions/Attached Departments etc. in respect of officers in BPS-17 and above are delegated to concerned Principal Accounting Officer(s). The facility shall be subject to observance of prescribed expenditure ceilings fixed for each category separately. In addition to above, following policy instructions are issued to further streamline the existing procedure.

- (i) Besides, the installation of new office telephones for above authorized officers, telephone connections for miscellaneous purposes such as telephone line in library, reception and dispensary etc. would also be sanctioned by the Administrative Secretaries. Monthly ceiling for such sort of each connection will be Rs.1500/-.
- (ii) The proposals for provision of an office telephone to all officers/officials in BPS-16 and below shall continue to be

decided by the Committee on Telephones comprising the Additional Secretaries of the Cabinet and the Finance Divisions. (3)

- (iii) As regards the installation of 2nd telephone line in the offices of entitled officers, a separate reference shall be made to the Cabinet Division. Such requests containing approval of the concerned PAO shall also be considered by the Committee on need basis.

2. Residential Telephone

2.1 Ministries/Divisions Only

All Officers upto the level of Section Officer (BPS-17/18) and above working on regular basis shall be provided with an official residential telephone. In this connection, the aggregate expenditure on office and residential connections will not exceed the existing office ceiling prescribed for the officers in BPS (17/18/19). The extension of residential facility to all officers in BPS-17 and above working in the Ministries/Divisions will further enhance the sense of responsibility and commitment for their official duties after office hours. As a result of above authorization, following guidelines shall be kept in view while resolving all subsequent arising issues:-

- (i) If an entitled officer desires to have a new official residential connection then he will submit written request to concerned dealing Section in the Ministry/Division. These new connections shall be obtained from NTC on priority basis.
- (ii) Where network of NTC is not available in a residential area, then WWL connection from NTC will be allowed as an alternative. And if NTC is unable to extend both type of connections then similar connections can also be obtained from PTCL or any other private company after obtaining NTC's NOC.

- (iii) A private connection already installed at the residence and in the name of authorized officer would ultimately be taken from private to public account on written requests.
- (iv) In un-avoidable circumstances, where a telephone connection is installed in the name of owner of hired/rented house, then photocopy of the letter issued for hiring of same house would be attached with the monthly bill for equivalent payment/re-imburement within the admissible ceiling.
- (v) The cases of non-entitled officers/officials in BPS-16 & below shall continue to be considered by the Cabinet Division only. Where required, the Committee on Telephones will also be consulted.
- (vi) The expenditure on this account will be borne by the Ministry/Division through their existing budget allocation and no supplementary grant /re-appropriation will be allowed for the purpose.

2.2 Attached and Sub-ordinate Departments etc.

All Officers working in BPS-19 and below are non-entitled to an official residential telephone connection. The cases of above category shall continue to be decided by the Cabinet Division only as per existing instructions issued vide letter No.2/26/2005-GC dated 26th January, 2006. Where required, the "Committee on Telephones" will also be consulted.

3. Type of Telephone Connections

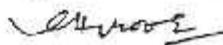
All existing non-STD telephone connections installed in the offices and at the residences of entitled officers shall be converted to STD. The conversion charges, if any, shall be paid out of the officer's ceiling and be included in the monthly bill(s) in equal installments, where required. Similarly, all new connections to be installed in the offices and at the residences of authorized officers would be STD.

4. **Extent of the Federal Government Telephone Policy**

The approved Telephone Policy is applicable to all Ministries/Divisions/Attached Departments/Autonomous Bodies/Semi-Autonomous Bodies/Corporations etc. All Autonomous Bodies/Semi-Autonomous Bodies/Corporations will strictly follow the policy as all such bodies were established with the public revenues and later on granted financial autonomy under the Act/Ordinance for efficient performance. However, Sanctioning Authority in the Autonomous Bodies/Semi-Autonomous Bodies/ Corporations etc. for office and residential telephones including fax connections will be the concerned Chairman/Head of Corporation.

5. This supersedes all previous instructions on the subject issued from time to time, including this Division's letter No.2/26/2005-GC, dated 26th January, 2006 pertaining to fixed line official telephones.

6. The above policy instructions have the consent of Finance Division vide O.M No. F.6(2)Exp-III/2004-10 dated 4th January, 2007.


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