



F. No. 03/11/2007/STC-RA-III

Islamabad, dated 1st June, 2007

OFFICE MEMORANDUM

- Subject: - 1) INSTALLATION AND GENERAL ENTITLEMENT FOR FIXED LINE TELEPHONE CONNECTIONS ON PUBLIC ACCOUNT
2) MONTHLY EXPENDITURE CEILINGS FOR OFFICE AND RESIDENTIAL TELEPHONES BORNE ON PUBLIC ACCOUNT

The undersigned is directed to refer to this Division's Office Memoranda No. 3/10/2006/STC-RA-III dated 5th January, 2007 on above noted subjects and to say that some queries have been received in this Division from various administrative circles seeking further elaboration of the provisions and their admissibility to some specific categories. All these clarifications have been examined by the "Committee on Telephones" comprising the Additional Secretaries of Finance and Cabinet Divisions. Following necessary clarifications are hereby circulated for guidance with the approval of Cabinet Secretary:-

Sr.#	Queries	Clarifications
1	Whether residential telephone is only restricted to all Section Officers (BPS-17/18) or also allowed to all other ex-cadre posts (BPS-17/18/19) such as Deputy Directors, Assistant Directors, Research Officers and other deputationists etc. working in the Ministries/Divisions?	All ex-cadre / deputationist officers (BPS-17/18/19) who are on the strength and being paid by the Ministries/Divisions are entitled to avail the residential telephone facility under the Policy instructions.
2	Section Officers re-employed on contract basis who are mostly Deputy Secretaries@ will be provided with the facility of residential telephone on Public Account or otherwise? As per terms and conditions of these Section Officers, all matters not specified in the contract, the Rules/Regulations applicable to Federal Civil Servants shall apply.	Provision of residential telephone facility to all contract employees including Section Officers will be governed by their terms and conditions of the contract prescribed by the Establishment/Finance Divisions.

<p>i) Whether separately notified office and residential telephone ceilings will be observed or instead of these separate ceilings, their aggregate expenditure should not increase the combined office and residential expenditure limits?</p> <p>ii) Whether 15% CED on office and residential telephone bills is included or will be added separately in recently notified official ceilings?</p> <p>iii) All entitled Officers will be provided with STD residential telephone or they are allowed only for re-imbursment of their actual bill within the prescribed ceilings?</p> <p>iv) After fixation of a ceiling of Rs. 1500/- per month for common used connections, Whether the already fixed ceiling of Rs.2000/- per month for Non-STD telephone connection installed in R&I Section of each Ministry/Division will remain the same or the revised ceiling of Rs.1500/- per month with STD connection will be applicable?</p>	<p>Separate expenditure ceilings for office and residential telephones issued vide O.M No. 3/10/2006/STC-RA-III dated 5th January, 2007 on the subject "Monthly expenditure ceilings for office and residential telephones borne on public account" will be observed.</p> <p>15% CED on office and residential telephone bills is inclusive in the prescribed ceilings. No additional amount @ 15% CED is permissible in both limits.</p> <p>If an Officer desires to have a new official residential telephone then the concerned Ministry/Division will approach NTC for the purpose as per notified instructions. And re-imbursment of the actual monthly bill is also allowed where a private connection is taken from private to public account as explained in the policy guidelines.</p> <p>Monthly expenditure ceiling of Rs.2,000/- notified vide this Division's letter No. 3/8/STC-GC-2005 dated 3rd February, 2006 is applicable to official telephone connection installed in R&I Section of each Ministry/Division etc.</p>
<p>4. i) Private Secretaries (BPS-17/18) attached with the Ministers/MOSSs/ Federal Secretaries/ Additional Secretaries will be provided a residential telephone with the previous residential telephone ceilings of Rs. 1848/- + line rent or with the revised ceiling of Rs. 1200/- + line rent?</p> <p>ii) Whether the Private Secretaries (BPS-17) working with the Additional Secretaries (BPS-21), Draftsman-I/II (BPS-21) and Senior Consultant (BPS-21) etc. other than the Federal Ministers/MOSSs/Federal Secretaries/ Special Secretaries in Ministries/ Divisions are entitled to a residential telephone or non-entitled? All Private Secretaries are not allowed to have an office telephone, how their residential entitlement will be worked out as it involves extra expenditure?</p>	<p>Expenditure ceilings fixed for office and residential telephones vide O.M No. 3/10/2006/STC-RA-III dated 5th January, 2007 on the subject, "Monthly expenditure ceilings for office and residential telephones borne on public account" are applicable to all categories of officers including Private Secretaries attached with the Ministers/MOSSs /Federal Secretaries/ Additional Secretaries etc.</p> <p>All Private Secretaries (BPS-17/18) working in Ministries Divisions and attached with Additional Secretaries (BPS-21) /Draftsman (BPS-21) and Senior Consultants etc. are authorized to avail the official residential telephone facility as per revised ceilings.</p>

<p>5.</p>	<p>i) All officers (BPS-17/18/19) (including Section officers posted by Establishment Division) working in Attached Departments of Federal Government can be extended the facility of residential telephone or otherwise when they are not drawing their salaries from the Attached Departments?</p> <p>ii) All regular officers (BPS-19) of Attached/ Sub-ordinate Departments already provided with the residential telephone would continue to avail the same or it will be withdrawn?</p> <p>iii) Private Secretaries/ SO (Council) /SO(General) / SO(Record) who were provided with residential telephone in Attached Departments in consultation with the Cabinet Division would continue to avail this facility within the prescribed ceilings or otherwise?</p>	<p>All officers who are drawing salaries from the concerned Ministry/Division and temporarily working (not on deputation basis) in the Attached/Sub-ordinate Departments are authorized to avail the residential telephone facility.</p> <p>All regular officers of BPS-19 working in Attached/Sub-ordinate Departments who were provided with residential telephone in the past under some policy instructions/ NOC would continue to avail this facility. However, all fresh cases where residential telephone was not provided or the post is newly created shall require prior NOC from the Cabinet Division.</p> <p>All those posts where Cabinet Division had approved residential telephone facility do not require fresh approval.</p>
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2. The instructions already issued vide this Division's OM's ibid shall be deemed to have been amended to the extent specified above.

Muhammad Farooq
(MUHAMMAD FAROOQ)
 Section Officer (RA-III)
 Ph#051-9201444

All Federal Secretaries/
 Additional Secretaries Incharge of
 Ministries/Divisions
Islamabad/Rawalpindi

Copy for information to:-

- The Chairman, NTC Islamabad.
- The Chairman, NAB Islamabad.
- The Accountant General of Pakistan Revenues, Islamabad.
- The Controller General of Accounts, Islamabad.
- The DG, IB Islamabad.