



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

Islamabad, the 5<sup>th</sup> January, 2007

**OFFICE MEMORANDUM**

Subject: **MONTHLY EXPENDITURE CEILINGS FOR OFFICE AND RESIDENTIAL TELEPHONES BORNE ON PUBLIC ACCOUNT**

The undersigned is directed to say that the existing telephone ceilings issued vide this Division's U.O No.1/2/98-GC. dated 8<sup>th</sup> September, 2000 have been partially revised. Following new ceilings (plus line rent) for fixed line connections installed in the Ministries/ Divisions/ Attached Departments/Autonomous Bodies etc. shall be applicable from 1<sup>st</sup> January, 2007:-

Designation	Office (Rs.)	Residence (Rs.)
Secretary (BPS-22) and equivalent	No Limit	No Limit
Additional Secretary (BPS-21) and equivalent	No Limit	4620/- + L.R*
Joint Secretary (BPS-20) and equivalent	No Limit	3695/- + L.R
Deputy Secretary (BPS-19) and Equivalent	8221/- + L.R	2000/- + L.R
Section Officer (BPS-17/18) and equivalent	6711/- + L.R	1200/- + L.R
BPS-16 & Below (Non entitled)	3000/- (On need basis)	On case to case basis upto a maximum of Rs.1,000/-

\*L.R stands for line Rent.

2. In future, NTC will intimate Cabinet Division at least one month before the implementation of revised call rates/tariff etc. for official fixed line connections. Cabinet Division in consultation with the Finance Division will take appropriate action accordingly for suitable amendments in above indicated ceilings.

(12)

3. CONDONATION OF EXCESS EXPENDITURE

3.1 Office Telephone

As regards the condonation of excess expenditure beyond the prescribed office ceilings, the powers shall remain vested in Administrative Secretaries as per existing instructions. While considering such condonation requests, following procedure shall be adopted:-

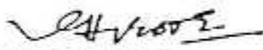
- i) The officer concerned would submit complete case alongwith suitable justifications and monthly bill for consideration of the concerned Principal Accounting Officer (PAO).
- ii) In the light of justifications and details of monthly bill, only justified cases will be approved. Thereafter, a copy of such approved cases containing approval of the PAO would be forwarded to the Cabinet and the Finance Divisions for information and record only.

3.2 Residential Telephone

It has been observed that the calls made for official purposes on residential telephone are extremely small in ratio than the private/personal dialed numbers. Furthermore, the call rates have been substantially decreased by the NTC as well as by the PTCL. As a result, it has been decided in consultation with the Finance Division that the requests for condonation of excess expenditure on residential telephones will not be entertained. In this regard, the powers already delegated to concerned Principal Accounting Officer(s) to condone the excess expenditure beyond the prescribed residential ceilings have been withdrawn. Any excess amount beyond the monthly expenditure limit would be borne by the Officer himself and settled every month in consultation with the concerned dealing Section of the Ministry/ Division/ Department etc. Entitled Officer(s) will be responsible for paying the disconnection charges if such situation arises due to non-payment of excess amount.

(13)

4. This issues with the concurrence of Finance Division vide their O.M bearing No. F.6(2)Exp-III/2004-10 dated 4<sup>th</sup> January, 2007.

  
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All Federal Secretaries/  
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Copy for information to:-

The Chairman, NTC, Islamabad.