



Additional Secretary (EC&R)

Government of Pakistan
CABINET DIVISION
(Post Code No. 11000)

No F.5/2/2004-GC

Islamabad, the 11th April, 2005

Subject: PROCEDURAL REQUIREMENTS FOR MOBILE TELEPHONE CONNECTION

My dear Secretary السلام عليكم ورحمة الله وبركاته

Kindly refer to D.O. letter No.5/2/2004-GC, dated 23rd December, 2004 from the Joint Secretary, Cabinet Division (Copy enclosed) regarding the provision of cellular/mobile telephone facility to the additional secretaries to the Federal Government.

2. Numerous requests have been received in the Cabinet Division seeking clarification on matters regarding permissible type (pre-paid/post-paid) of connection, choice of service provider, meeting of the initial connection activation and repairing costs, replacement and security of mobile telephone sets etc. All these issues have been examined in consultation with the Finance Division and the following general guidelines are being issued for guidance/compliance :-

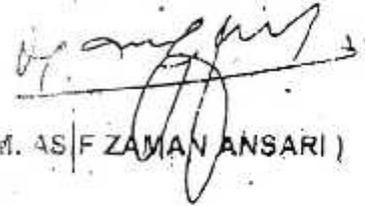
- i) The provision of mobile/cellular phone is restricted to Additional Secretaries only. Other BPS-21 officers are not entitled to this facility.
- ii) The type of connection (pre-paid/post-paid etc.) and the choice of mobile/cellular company may be decided by the Ministries/Divisions themselves in accordance with the principles of financial propriety. A proper record of bills of all the officers be maintained for audit purposes.
- iii) The expenditure on the cost of mobile sets, activation/connection charges, security deposit and national/international roaming charges etc. may be met from within the approved budget of the Ministries/Divisions with the approval of the Principal Accounting Officer/s.
- iv) In case of theft or loss of mobile set/s etc. the concerned officer/s will be required to pay all the charges i.e. mobile set cost, security deposit for new connection, activation charges or any other charges etc. Replacement will be done by the Ministry/Division concerned only after the above costs have been deposited by the officer/s concerned.
- v) The repairing charges, in case of damage to mobile set will be recovered from the officer/s concerned.

- vi) The maximum purchase price of mobile set is fixed i.e. Rs. 5,500/- per entitled officer for each Ministry/Division.
- vii) The mobile set/s provided to the entitled officers, would be surrendered alongwith the connection to the respective Ministry/Division on transfer or retirement of the officer/s.
- viii) The mobile telephone connection/s would be transferable only to the entitled officers in the Ministries/Divisions.

3. Any excess expenditure beyond the prescribed ceiling will be borne by the officer/s himself and settled every month.

With kind regards,

Yours Sincerely,



(M. AS | F ZAMAN ANSARI)

All Federal Secretaries
Ministries/Divisions,
Islamabad/Rawalpindi