



haryana state electronics development corporation limited
(a state government undertaking)

हरियाणा राज्य इलैक्ट्रॉनिक्स विकास निगम लिमिटेड
(हरियाणा सरकार का उपक्रम)

Chandigarh
ORDER

In continuation to earlier office order No.HARTRON:M(P&A):2009:9701-9707 dated 25.09.2009, No.HARTRON:EA(SK):2013:15059-73 dated 27.11.2013 & No.HARTRON:EA-I:2015:853-64 dated 23.04.2015 & in accordance with the approval of Board of Directors of the Corporation in its 150th meeting held on 30.10.2017, the followings policies are hereby merged/clubbed/revise w.e.f. 01.11.2017;-

- i. entitlement of mobile set & calls ceiling charges per month;
- ii. reimbursement of expenses incurred on personal landline phone;
- iii. providing of Internet Broadband Connection at the residence of the officers;

The details of merged/clubbed/revise policies are given hereunder:-

| Sr. No. | Category (for regular and contract) | Total cost of mobile set (Rs.) | Merged/Clubbed Limit of Landline phone (including rent), Mobile phone, Broadband Internet connection per month (Rs.) |
|---------|---|-----------------------------------|---|
| 1. | Chairman/ Managing Director | No limit | No limit |
| 2. | Addl. Managing Director | 25000.00 | 5000.00 |
| 3. | General Manager or equivalent | 18000.00 | 3500.00 |
| 4. | Deputy General Manager or equivalent | 18000.00 | 3000.00 |
| 5. | Assistant General Manager or equivalent | 15000.00 | 2500.00 |
| 6. | Senior Manager or equivalent | 12000.00 | 1500.00 |
| 7. | Manager or equivalent | 9000.00 | 1000.00 |

- The Landline phone facility at residence will be upto the level of AGM or equivalent only.
- The reimbursement of the above said policies/entitlement shall be excluding GST (as applicable) on submission of the bills.
- The mobile sets should be purchased by the officer from the authorized dealer and would get the reimbursement after submission of the bill.
- The mobile set is allowed to replace after 2 years and the old set would be considered to be waived off and is not required to be returned to the Corporation by the officer.
- In case the officer propose to purchase a handset exceeding his/her entitlement then the officer/official will pay the excess amount at his/her own.
- In case any officer will be retired/resigned from the services of the Corporation, the payment shall be deposited on pro-rata basis.

Managing Director

P.T.O.



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ORDER

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Endst. No.HARTRON:SO(Admn.)-I:2017: 9941-51. Dated: 14.12.2017

A copy of the above is forwarded to the following for information and necessary action:-

1. Additional Managing Director,
HARTRON Bhawan, Panchkula
2. Project Manager,
HARTRON Bhawan, Panchkula.
3. Project Manager,
HARTRON Complex, Gurugram.
4. Senior Engineer,
IDDC GT Road, Ambala.
5. Assistant General Manger (H/W),
Corporate Office, Chandigarh.
6. Assistant General Manager(ID)
HARTRON Bhawan, Panchkula.
7. Senior Manager (F&A),
HARTRON Bhawan, Panchkula.
8. Company Secretary,
Corporate Office, Chandigarh.
9. Accounts Branch
IDDC GT Road, Ambala.
10. Accounts Branch
HARTRON Complex, Gurugram.
11. PS to MD
12. Office order file.

Asstt. General Manager(P&A)
for Managing Director, HARTRON