

Government of National Capital Territory of Delhi
(General Administration Department-Care Taking Branch)
"A" Wing, 2nd Level, Delhi Secretariat, New Delhi-110002

No. 21/106/97-98/GAD/CT/TEL/5356

Dated: 21/10/07

To

✓ The Deputy Secretary(IT)
Information Technology Department
9rd Level, Delhi Sectt.,
New Delhi

Sub: Guidelines/circulars reg. entitlement of reimbursement of residential newspapers, Indian Magazines and residential telephones in respect of various levels of officers.

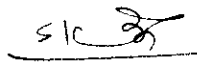
Sir,

Please find enclosed copies of following Office Memorandum/Addendum issued from General Administration Department, Govt. of NCT of Delhi. You are requested kindly to arrange to upload these circulars on the website of General Administration Department, Govt. of NCT of Delhi.

Sl. No.	OM No. & Date	Subject
1.	F.2/108/2000-CTB/Part-1/3203 dated 25/09/2003	Supply of Newspaper/Magazines to the Council of Ministers and Officers at various levels of Govt. of NCT of Delhi and reimbursement there of.
2.	F.2/108/2000-CTB/Part-I/1383 dated 29/04/2003	--do--
3.	F.2/108/2000-CTB/Part-I/4926 dated 16/12/2004	--do--
4.	F.21/489/06/GAD/CT/Tel/7245 dated 11/08/2006	Reimbursement of residential telephone of the entitled/non entitled category officers of Govt. of NCT of Delhi
5.	F.21/489/06/GAD/CT/Tel/3256 dated 14/06/2007	--do--

Encl: As above.

Yours faithfully,


(S.K. CHUGH)
DY. SECRETARY (GAD)

6/40
21/10/07

381 ✓ 70/cl ✓

**GOVERNMENT OF NCT OF DELHI
(GENERAL ADMINISTRATION DEPARTMENT)
CARE TAKING BRANCH
DELHI SACHIWALAYA, I.P. ESTATE, NEW DELHI-02**

No. F.2/108/2000-CTB/Part-I | 3203

Dated: 25/09/2003

MEMORANDUM

SUBJECT: Supply of Newspaper/Magazines to the Council of Ministers and Officers at various levels on the strength of GAD, Govt. of NCT of Delhi and reimbursement thereof.

In supersession of earlier office memorandum no. 2/108/2000-CTB/Part-I/5171 dated 13/12/2002 & 2/108/2000-CTB/Part-I/1383 dated 29/04/2003, on the subject cited above, the entitlement of newspapers and magazines is amended as under:

Sl. No.	LEVEL OF OFFICER	INDIAN NEWSPAPER	INDIAN MAGAZINE
1	Council of Ministers and equivalent	At their discretion	At their discretion
2	Chief Secretary/Secretaries in the pay scale of Rs.26000/-	At their discretion	At their discretion
3	Secretaries in Super-time Scale of IAS & above and in the pay scale of Rs. 22,400-24,500/-	4	3
4	Secretaries/Heads of Depts./Addl. Secretaries and equivalent (other than those at Sl. No.3)	3	2
5	Jt. Secretary and equivalent	2	1
6	Dy. Secretary/Under Secretary and equivalent	1	1
7	Sr. A.O./A.O.	1	Nil
8	A.A.O.	1	Nil
9	Superintendent & P.S. equivalent	1	Nil

- (i) Any officer formally designated as equivalent in rank, status and privileges to those officers mentioned in Sl. No.1 to 9 above shall be entitled to reimbursement as per the corresponding privileges of reimbursement.
- (ii) Further, all entitled officers of various categories are informed that they are not required to deposit the old newspaper/magazines against their reimbursement.

This issues with the concurrence of Finance Deptt. vide their U.O. No.381/Fin.(E-I) dated 01.09.03.

(T.T. Joseph)
PR. SECRETARY (GAD)

Copy to :

1. All Pr. Secretaries/Secretary/Spl. Secretaries/Addl. Secretaries/Joint Secretaries/D. Secretaries/Under Secretaries/PS/Superintendents of GNCT of Delhi.
2. Secretary to Chief Minister/Secretaries to all Ministers, GNCT of Delhi, Delhi Secretariat, I. Estate, New Delhi-2.
3. All Head of Departments, concerned branches of GNCT of Delhi.
4. OSD to Chief Secretary, GNCT of Delhi.
5. Controller of Accounts/Accounts Branch/AAO/A. J. A.O. of GNCT of Delhi.
6. Sr. A.O. (GAD).

(N.K. SHARMA)

69/c

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(GENERAL ADMINISTRATION DEPARTMENT)
CARE TAKING BRANCH
DELHI SACHIWALAYA I.P. ESTATE, NEW DELHI-10002.

No. F.2/108/2000-CTB/Part-I 1383

Dated: 29.04.03

MEMORANDUM

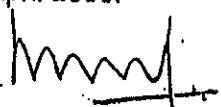
SUBJECT: Supply of Newspaper/Magazines to the Council of Ministers and Officers at various levels on the strength of GAD, Govt. of NCT of Delhi and reimbursement thereof.

In supersession of earlier office memorandum no.2/108/2000-CTB/Part-I/5171 dated 13.12.02, on the subject cited above, the entitlement of newspapers and magazines for the following categories is amended as under:

- (i) Limit of maximum reimbursement imposed for one Indian Newspaper in the case of Sr.A.O./A.O. and AAO is hereby removed/withdrawn and full reimbursement as in the case of Supd/PS and other level of officers is hereby allowed to all officers of DAAS cadre, subject to their entitlement.
- (ii) Further, all entitled officers of various categories are informed that against their reimbursement they are not required to deposit the old newspaper/magazines.

This issues with the concurrence of Finance Department, Government of NCT of Delhi vide their U.O.no.25887/CD/PS/FS dated 07.03.2003 and U.O.no.4066/CD/PS/FS dated 29.11.2002.

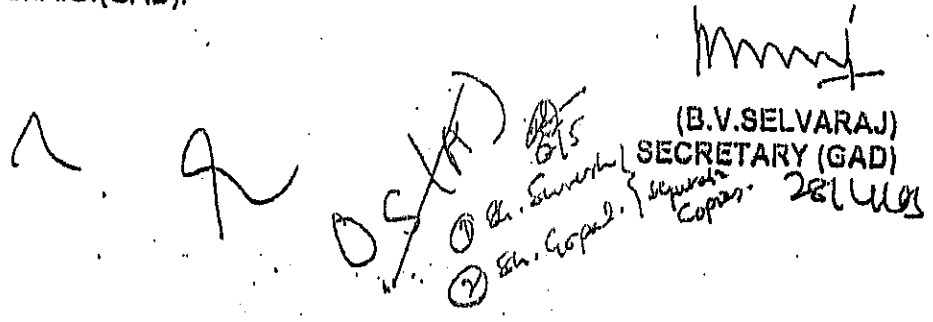
The above memorandum shall be effective from 1st April 2003.


(B.V.SELVARAJ)
SECRETARY (GAD)
28-4-03

Copy to :

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<input type="checkbox"/>	Asst. Secy. (Adm.)
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<input type="checkbox"/>	Asst. Secy. (Tech.)
<input type="checkbox"/>	Asst. Secy. (Off. Affs.)
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<input type="checkbox"/>	Asst. Secy. (C.X.)
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<input type="checkbox"/>	Asst. Secy. (C.Z.)

- 1. All Pr.Secretaries/Secretary/Spl.Secretaries/Asst.Secretaries/Joint Secretaries/ Dy.Secretaries/ Under Secretaries /PS/Superintendents of GNCT of Delhi.
- 2. Secretary to Chief Minister/Secretaries to All Ministers, GNCT of Delhi, Delhi Secretariat, I.P.Estate, New Delhi-2.
- 3. All Head of Departments, concerned branches of GNCT of Delhi.
- 4. OSD to Chief Secretary, GNCT of Delhi.
- 5. Controller of Accounts/Accounts Branch/AAO/A.O./J.A.O. of GNCT of Delhi.
- 6. Sr.A.O.(GAD).


(B.V.SELVARAJ)
SECRETARY (GAD)
28.4.03

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
CARE TAKING BRANCH, LEVEL-2 , A-WING,
DELHI SECRETARIAT, NEW DELHI-110001.**

F.2/108/ 2000-CTB/Part-1/ 4925

Dated: 16/12/2004

MEMORANDUM

SUBJECT: Supply of Newspaper/ Magazines to the Council of Ministers and Officers at various levels of Govt of NCT of Delhi and reimbursement thereof- regarding.

The undersigned is directed to refer to this department OM of even number dated 22.9.03 on the above mentioned subject and convey that the Finance Department vide its J.O. No.715/Fin.(Exp-I) dated 01.12.04 has sanctioned to modify the referred OM to the extent that the facility of reimbursement of Newspaper will now be available to all Grade-I officers of Govt. of NCT of Delhi irrespective of their posting, as per the existing entitlement authorized for Superintendents in GAD.

This memorandum shall be effective from 1st December'2004.


(J.G.NANDA)
DEPUTY SECRETARY (GAD)

Dated: 16/12/2004

F.2/108/ 2000-CTB/Part-1/ 4925
Copy to:-

1. All Pr. Secretaries / Secretary/ Spl. Secretaries/ Addl. Secretaries/ Joint Secretaries/ Dy. Secretaries/Under Secretaries.
2. All Heads of Department of GNCT of Delhi.
3. Secretary to Chief Minister /Secretaries to All Ministers, GNCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-2.
4. Controller of Accounts/P.A.Os of GNCT of Delhi.
5. Dy. Controller of Accounts (Tech), A Block, Vikas Bhawan, New Delhi-2
6. Sr.A.O. (GAD). Delhi Secretariat, I.P. Estate, New Delhi-2.
7. OSD to Chief Secretary, GNCT of Delhi.
8. All Superintendents of GNCT of Delhi, through their respective H.O.D.


(J.G.NANDA)
DEPUTY SECRETARY (GAD)

Government of National Capital of Territory of Delhi
General Administration Department
(Care Taking Branch)
Delhi Secretariat, IP Estate, New Delhi -02.

F.21/489/C6/GAD/CT/Tel/ 9245

Dated: 11/8/06

OFFICE MEMORANDUM

Sub: Reimbursement of residential telephone of the entitled/non-entitled category officers of Govt. of NCT of Delhi.

In order to compile the different instructions on telephones issued from time to time and in supersession of the previous Office Memoranda issued on the subject cited above, the following consolidated instructions are being issued:-

1. The reimbursement of the residential telephone bills of the entitled and non-entitled category officers of Govt. of NCT of Delhi shall henceforth be regulated as follows:-

- (i) For the entitled category of officers (i.e. falling in the pay scale of Rs. 12,100-18,500 and above), the reimbursement of the call charges will be limited to 1000 calls per month.
- (ii) For the entitled category of officers who are also using internet facility either through dial up network or through other technologies like DSL/ADSL, cable, LAN etc at their residential phone, the limit will be as under:
 - (a) The reimbursement of the call charges will be limited to 1000 calls per month.
 - (b) Reimbursement to a maximum of Rs. 1200/- (plus applicable service tax) per month for accessing internet.
 - (c) In case the internet usage is of less than Rs. 1200/- per month, the balance of the amount will be adjusted against the call charges, if the calls are exceeding 1000 but are less than 2000 calls per month.
- (iii) For the non-entitled category of officers/officials (i.e. below Rs. 12,000-18,100) to whom the reimbursement is allowed on functional requirement basis (with the concurrence of FD) the call charges will be limited to 800 calls per month.
- (iv) ISD facility on the residential fixed line of MTNL telephones to all the Pr. Secretaries to the Govt. of NCT of Delhi within the overall prescribed ceiling will be allowed.
- (v) Reimbursement of the residential calls will be permissible both for local and STD calls so long as the monthly bill is within the prescribed ceiling of the individual.

2. This issues with the necessary approval of Finance Department vide U.O no. 5/DSF/RD dated 02/08/2006.

F.21/489/C6/GAD/CT/Tel/ 9245
Copy to: All Pr. Secretaries/Secretaries/HODs
of all the Departments of GNCTD.

Jain
(P C JAIN)
Joint. Secretary (GAD)
Dated: 11/8/06

Jain
(P C JAIN)
Joint. Secretary (GAD)

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
CARETAKING BRANCH, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI.

No.F.21/489/08/GAD/CT/Tel/ 3256

Dated: 14/6/07

OFFICE MEMORANDUM

ADDENDUM

Subject: Reimbursement of residential telephone of the entitled/non-entitled category officers of Govt. of NCT of Delhi.

In partial modification of this department's Office Memorandum No.21/489/08/GAD/CT/Tel/7245 dated 11/08/2008 on the above mentioned subject, the following clause No.(ii) (d) is added:

"In case the internet usage is more than Rs.1200/- + Service Tax as applicable and the call charges are less than 1000 per month, the excess amount of internet charges will be adjusted against the balance call charges."

Further, it is clarified that for both entitled and non-entitled category officers, the call eligibility includes 80 free calls provided by MTNL and is applicable for MTNL Plan 250 (monthly) and Plan 500 (6-monthly) only.

This issue with the concurrence of Finance Department vide UO No.276/DSF/Accounts dated 11/08/2007.

No.F.21/489/08/GAD/CT/Tel/ 3256

12.06.07
(P.C. JAIN)
JOINT SECRETARY (GAD)

Dated: 14/6/07

Copy to: All Pr. Secretaries/Secretaries/HODs
of all the Departments of GNCTD.