

700 REVISION OF WAPDA TELEPHONE POLICY

1. Aim

WAPDA Telephone Policy is aimed at providing latest communication services to WAPDA officers / officials through reliable and economical means to endow operational, professional as well as administrative effectiveness and efficiency to increase the work output to ensure accomplishment of organizational objectives.

2. Telephone Policy-2010

The WAPDA Telephone Policy 2010 has been formulated to cater for the communication needs of WAPDA officers to enable them to make the best use of the technology and remain in touch round the clock for their official assignments.

3. The WAPDA Telephone Policy has been divided into the following parts -

- a. Official Office Telephone
- b. Official Residential Telephone
- c. Official Mobile Phone
- d. Revised Upper Monetary Limits for Official Telephones/Mobiles.

4. General Guidelines

WAPDA is committed to serve Nation through its dedicated people by facilitating them in the best possible manner to provide them with the congenial environment where they can contribute with all their abilities. Authority, however, believes that these facilities ought to be utilized in the true spirit and any divergence / misuse will not be tolerated. The compliance to the following has strictly been desired:-

- a. Official telephones shall strictly be used for official purposes.
- b. The monetary ceilings have been fixed by the Authority on the prevailing rates and anticipated usage, the ceilings so fixed ought to be observed.
- c. Mobile phone sim should be registered in the user name.
- d. Any change of official number shall be reported and notified to all concerned.
- e. All official numbers shall be published in WAPDA Telephone Directory.

5. Upper Monetary Limits

Upper monetary limits for official telephones have been revised with effect from 01.09.2010.

6. Line Rent & CLI Facility

Monthly line rent and CLI facility charges etc are inclusive in the monthly monetary limits.

7. Scrutiny Committee

Scrutiny Committee shall consist of one BPS-20 officer and two BPS-19 officers (one from Admn & Accounts) to check the admissibility of the following and submit the recommendations:-

- a. Residential telephone to the officers / officials upto BPS-18.
- b. Mobile telephone for BPS 18 & below.

8. Government Taxes & Duties

All existing taxes and duties levied by Government of Pakistan and any future imposition from time to time and promotion packages etc are included in upper monetary limits.

9. Calculation/Control of Expenditure.

Expenditure on office telephone and official mobile shall be calculated on 06 months basis and for residential telephone on yearly basis to enable adjustment in case of excess expenditure in a particular month. The 06 months period will be considered from the 1st July to 31st December and 1st January to 30th June for the purpose of calculation. The monetary ceiling will strictly be observed and no exemption from the applicability of the monetary limit will be allowed. The requests for condonation of any excess expenditure will not be entertained.

PART-I OFFICIAL OFFICE TELEPHONE

1. Sanctioning Authority

- a. All General Managers shall be competent to sanction official office telephone as per prescribed monthly monetary limits.
- b. NTC connections shall be installed for official purposes. However PTCL connections may be installed in exceptional/on need basis after NAC from NTC. Wireless connections will be allowed in locality where NTC / PTCL infrastructure is not available with NAC from NTC/PTCL to the effect.
- c. The official office telephone shall be sanctioned against a post.

2. Provision of Equipment

- a. The telephone sets and other allied equipment for official connections shall be purchased with the approval of competent authority in accordance with WAPDA Book of Financial Powers.
- b. Officers in BPS-19 and above will be entitled for Steno Set against a direct number. The officers in BPS-20 and above will be allowed the Steno Sets against PABX numbers also. The consol sets (multiple lines) may be provided in the offices of General Managers and above and in WAPDA Lodges etc. on need basis.
- c. The repair and service of such equipment will be carried out with approval of the competent authority as per WAPDA Book of Financial Powers and with due consideration to the life of equipment and economy measures.
- d. The useful life of telephone sets shall be three years.

3. Telephone at WAPDA Rest Houses / Officers' Hostel

One official connection will be allowed at every WAPDA Rest House / Hostel with monthly Rs. 1000/-.

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PART-II OFFICIAL RESIDENTIAL TELEPHONE

1 Sanctioning Authority

Authority has extended the residential telephone facility to all WAPDA officers in BPS-19 and above as per prescribed limit Residential telephone facility to BPS-18 and below will be allowed by concerned Member / MD on need basis on the recommendation of Scrutiny Committee.

- a. The residential telephone facility will be provided on already installed connections. The residential telephone facility on Wireless connection will also be allowed where NTC / PTCL infrastructure is not available after NAC from NTC /PTCL.
- b. The residential telephone facility will be availed at the station of posting
- c. The residential telephone facility shall be disconnected from the date of Transfer (relieving from the office) / retirement of the officer/ official. However Members of the Authority will be allowed official residential facility for two months on expiry of contracts / retirement.
- d. The residential telephone facility shall not be allowed to the officers on Leave beyond four months (leave on full / half pay) and during LPR. The officers proceeding on training will be entitled for residential telephone facility
- e. The official residential telephone shall be sanctioned against a post. On transfer of the officer, successor (same post / scale) will avail the said facility with the approval of officer Incharge. Such a case will not be put before the scrutiny committee again.
- f. If both the husband and wife are WAPDA employees and are posted at the same station, only one of them can avail the official residential telephone facility.

2 Provision of Equipment

The fixation/ repair and replacement of new telephone set, connection and any other expenditure for official residential connection shall be arranged and borne from own pocket by the user. However such (authentic) expenditure for officers in BPS-20 and above will be borne officially.

PART-III OFFICIAL MOBILE PHONE

1 Authority has extended the use of mobile phone facility to all WAPDA officers in BPS-19 and above as per prescribed limits The mobile phone facility to BPS-18 and below will be allowed by concerned Member / MD on need / case to case basis on the recommendation of Scrutiny Committee.

2 Provision of Mobile Handsets

- a. The mobile handsets will be provided on department expense to the following:-
 - i. Chairman Upto Rs. 20,000/-
 - ii. Members / MD Upto Rs. 15,000/-
 - iii. General Managers Upto Rs. 10,000/-
 - iv. CE/Equivalent Upto Rs. 5,000/-

Note (i) BPS-19 & above will arrange the equipment (mobile set/charger) at their own.
(ii) The Grade / Post will be original Grade / Post and not Time Scale Unit Grades / Posts.

- b. Useful Life The useful life of all kinds of handsets will be three years. The official hand set will be returned on retirement / expiry of contract.

PART-IV Monetary Limits for Office, Residential and Mobile Phones

S#	OFFICERS	OFFICE (Rs.)	RESIDENTIAL (Rs.)	MOBILE (Rs.)
1	Chairman	No Limit	No Limit	No Limit
2	Members/MDs	No Limit	10000	10000
3	GMs	No Limit	4000	2500
4	CEs/ Equivalent	No Limit	3000	2000
5	SEs/ Equivalent	5000	1500	1500
6	XENs/ Equivalent	3000	1200	1000
7	SDOs/ Equivalent	2000	1000	800
	PS/PA	--	500	500
8	(of Grade-20 & above)			
9	Caretaker	--	--	500
10	Driver	--	--	300
11	BPS-16 and below (Non entitled)		500 (On need basis)	500 (On need basis)

Note The telephone facility for BPS-18 and below will be sanctioned by the concerned Member/ MD on case to case / need basis on the recommendations of scrutiny committee.

