



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार)

National Highways Authority of India

(Ministry of Road Transport and Highways, Government of India)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली - 110 075 • G-5 & 6, Sector-10, Dwarka, New Delhi-110075

दूरभाष/Phone : 91-11-25074100 / 25074200



NHA/Policy Guidelines/Administration/2024

Policy Circular No. 1.2.3.8 dated 01st February, 2024

{Decision taken on E-Office File No. 11041/1/2009-Admn (Comp. No. 489)}

Sub: Policy for Laptop/ I-pad/ Tablet/ Similar Device, Mobile Instrument and Rental Call Charges-reg.

In supersession of all earlier instructions and Policy Circulars issued on the subject matter, with the approval of the Competent Authority, it has been decided to revise ceiling limits for NHA officers/ officials for provision of Laptop/ I-pad/ Tablet/ Similar Device; Mobile Instrument and Rental Call Charges as follows:-

- The facility for Chairman/ Members and CVO:-** One instrument each for Laptop/ I-pad/ Tablet/ Similar Device; Mobile Instrument and Rental Call Charges as per actuals.
- Reimbursement of cost of Laptop/ I-pad/ Tablet/ Similar Device:-**

Sl. No.	Pay Level as per 7 th CPC	Maximum Ceiling Limit (in Rs.) {excluding taxes}	
		Other than those covered in Column (d)	Devices with more than 40% Make-in-India (MII) component
(a)	(b)	(c)	(d)
1	Level-14	1,00,000	1,30,000
2	Level-13	1,00,000	1,30,000
3	Level-12	1,00,000	1,30,000
4	Level-11	1,00,000	1,30,000
5	Level-10	1,00,000	1,30,000
6	Level-8	1,00,000	1,30,000

Note:- All entitled officers/ officials shall be entitled for reimbursement of only one equipment i.e. Laptop or I-Pad or Tablet or Similar Device as per actuals, subject to the maximum ceiling limit, including (i) Standard Software means any software (Operating System, Antivirus Software, MS-Office, any other relevant application software) that is essential for running of equipment/ device towards discharge of official functions/ duties.

(ii) AMC/ Extended Warranty for the device from the Original Equipment Manufacturer (OEM) or its Authorised Service Provider covering the lifespan of the equipment/ device.

(iii) Peripherals include docking hub/ station, stand for notebook, concomitant cables/ interfaces/ connectors, protection sleeves, Bluetooth pencil/ stylus, wireless mouse, keyboard, etc.

Contd...2/-

C. Reimbursement of cost of Mobile Instrument:-

Sl. No.	Pay Level as per 7 th CPC	Maximum Ceiling Limit ^{\$} (in Rs.) {excluding taxes}
(a)	(b)	(c)
1	Level-14	40,000
2	Level-13	30,000
3	Level-12	30,000
4	Level-11	15,000
5	Level-10	12,000
6	Level-8	12,000

\$- Reimbursement will be made as per actuals, subject to the maximum ceiling limit.

D. Reimbursement for cost of Rental Call Charges:-

Sl. No.	Pay Level as per 7 th CPC	Maximum Ceiling Limit ^{\$} (in Rs.) {excluding taxes}
(a)	(b)	(c)
1	Level-14	60,000
2	Level-13	60,000
3	Level-12	30,000
4	Level-11	21,000
5	Level-10	12,000
6	Level-8	12,000
7	Level-7 & 6	12,000
8	Level-5 & 4	12,000
9	Level-3 & below	12,000

\$- Annual Limit includes Landline, Broadband, Mobile Charges, Data Card, Wi-Fi and reimbursement of the same will be as per actuals, subject to the ceiling limit.

2. The procurement of these equipment/ device, whenever required, for senior officers -Chairperson/ Members/ CVO shall be made by IT Division, as per procedure laid down in General Finance Rules (GFR).

3. Retention/ Replacement of the instrument/device by officials:-

- (a) Replacement of Laptop/ Tablet/ I-pad / similar device and mobile instrument will be allowed only after a minimum period of three years for which 5% of the amount reimbursed to the employee for the retained instrument will be deposited with NHAI and the balance book value will be written off in the books of NHAI, as per extant policy.

Contd...3/-



- (b) Officials transferred from HQ to PIU's/RO's and vice-versa will retain the same Laptop/ I-pad/ Tablet/ Similar Device; Mobile Instrument for a period of three years and no new Laptop/ I-pad/ Tablet/ Similar Device; Mobile Instrument would be provided within the prescribed period of time.
 - (c) The officer while leaving NHAI can retain Laptop/ I-pad/ Tablet/ Similar Device; Mobile Instrument on payment of the depreciated value of the equipment or 5% of the reimbursed cost, whichever is higher.
 - (d) In case of theft/ loss and damage of the equipment/ device, the depreciated value or 10% of the amount reimbursed to the officer, for the said equipment / device, whichever is higher will be charged from the officer. A copy of FIR lodged with the police will be submitted by the officer in case of theft/ loss. In case of damage, the officer will submit an estimate from the Authorised Service Centre of the Original Equipment Manufacturer (OEM) of the equipment/ device to the effect that the equipment is unserviceable/ beyond economical repair. In case the estimate for repair/ service is more than the depreciated value or 10% of the amount reimbursed to the officer (whichever is higher), it shall be treated as beyond economical repair.
 - (e) In case of demise of any serving employee of NHAI, the depreciated book value of the instruments issued to the officer will be waived off for retaining Laptop/ I-pad/ Tablet/ Similar Device; Mobile Instrument by the family of deceased.
 - (f) In case of officers on deputation in NHAI, the reimbursement shall be regulated on the basis of the pay scale attached to the post to which they are appointed in NHAI.
4. **Perquisite value:** The perquisite value for the retained instrument will be calculated as per provisions of the income Tax Act for income Tax purpose.
5. **Advance:** In view of the high cost of Laptop/ I-pad/ Tablet/ Similar Device, officers will be granted advance for purchase of the Laptop/ I-pad/ Tablet/ Similar Device as per entitlement . For sanction of advance, the officer has to submit an application in Annexure-A.
6. The reimbursement of Laptop/ I-pad/ Tablet/ Similar Device and Mobile Instrument may be claimed against the original bill for the purchased device/ instrument from any of the authorized dealer, online e-commerce platform. For reimbursement of device/ instrument, the application is required to be submitted in the application format enclosed as Annexure-B. Also, the advance taken for purchase of Laptop/ I-pad/ Tablet/ Similar Device is to be settled and duly countersigned bill in original should be presented for settlement, within 02 weeks of release of advance in the application format enclosed as Annexure-B.
7. The bills for reimbursement of Rental Call Charges is required to be submitted in the application format enclosed as Annexure-C.

Contd...4/-



8. This shall be effective from the date of issue of this circular.
9. This issues with the approval of Competent Authority.

Encl.: As stated above


01/02/24
(Sanjay Kumar Patel)
General Manager (Coord.)

To:

All Officers & Employees of NHAI HQ/ ROs/ PIUs/ CMUs/ Site Offices

Copy to:

1. Hindi Division for translation in Hindi.
2. Library for hosting the circular on library site.
3. Web Admin for circulation.

ANNEXURE - A

NATIONAL HIGHWAYS AUTHORITY OF INDIA

Application for sanction of advance for purchase of Laptop / I-pad/ Tablet/ Similar Device

(A) Request from Newly joined officer:-

I have joined NHAI on (date) _____ (copy of appointment order enclosed). As per Policy of NHAI, I am eligible for purchase of Laptop/I-pad/Tablet/similar device (please specify) _____. It is requested that an amount of Rs. _____ may be sanctioned for purchase of the said device.

(B) Request from existing officer:-

I had purchased Laptop/I-pad/Tablet/similar device (please specify) _____ on (date) _____ and it has completed 03 years on (date) _____. As per Policy of NHAI, I am eligible for replacement of the said device on payment of 5% as per original cost of the retained device. A copy of deposit slip of Rs. _____ dated _____ towards retention cost is enclosed. It is requested that an amount of Rs. _____ for purchase of new Laptop/I-pad/Tablet/similar device (please specify _____) may please be sanctioned.

Signature	:	_____
Name	:	_____
Designation	:	_____
ERP ID	:	_____
Bank Name	:	_____
Account No.	:	_____
IFSC Code	:	_____
Mobile / Extn. No.	:	_____
Date	:	_____

To,

AM (F&A-Admn.), NHAI HQ / Project Director / Regional Officer



NATIONAL HIGHWAYS AUTHORITY OF INDIA

Application for Reimbursement Laptop or I-pad or Tablet or similar device or Mobile Instrument / adjustment of advance towards purchase of Laptop or I-pad or Tablet or similar device:-

(A) Details of Mobile / Laptop or I-pad or Tablet or similar device:				
Bill /Invoice No. & date	Name of Instrument/ Make/Model/ IMEI No.	Purchased from	Billed amount (in Rs.)	Claimed amount (in Rs.)

(B) Details of old Mobile / Laptop or I-pad or Tablet or similar device issued earlier, if any:		
Name of Instrument/ Make/Model/ IMEI No.	Purchase date	Amount reimbursed (in Rs.)

- (i) It is certified that I have joined NHAI on _____. My Pay Level is _____ as per 7th CPC.
- (ii) It is certified that I have not claimed / issued any Laptop or I-pad or Tablet or similar device / Mobile Instrument during last three years in NHAI.
- (iii) A copy of deposit slip of Rs. _____ dated _____ i.e. 5% / 10% of the reimbursed cost / depreciated value of the retained instrument in favour of NHAI is enclosed.
- (iv) This is to certify that I am satisfied that the goods purchased is of the requisite specification and quality, priced at the prevailing market rate and the supplier is reliable and competent to supply the goods in question. It is also certified that the goods have been purchased from authorized agency/ supplier with warranty for the goods.
- (v) It is requested that cost of above device as given above may kindly be reimbursed to the undersigned as per my admissibility/entitlement. The original bill duly certified is enclosed.
- (vi) The advance payment of Rs. _____ taken on _____ against the aforesaid device may be please adjusted.

Signature : _____

Name : _____

Designation : _____

ERP ID : _____

Bank Name : _____

Account No. : _____

IFSC Code : _____

Mobile / Extn No. : _____

Date : _____

To,

AM (F&A-Admn.), NHAI HQ / Project Director / Regional Officer

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
NATIONAL HIGHWAYS AUTHORITY OF INDIA
दूरभाष/मोबाइल बिल की प्रतिपूर्ति
Reimbursement of Rental Call Charges

दिनांक / Dated:- _____

नाम /Name:

पदनाम / Designation:

श्रेणी वेतन / Level:

प्राधिकरण में करने की तिथि/

Date of Joining in NHAI:

लैंडलाइन/ ब्रॉडबैंड/ मोबाइल शुल्क/ डेटा कार्ड/ वाई-फाई Landline/ Broadband/ Mobile Charges/ Data card/ Wi- Fi	बिल चक्र/ अवधि Billing Cycle/ Bill No. and Bill date	बिल राशि Amount (Rs.)	जी.एस.टी. GST (Rs.)	कुल जोड़ Total (Rs.)	टिप्पणी/ Remarks
कुल धनराशि (रुपये) Total Amount (Rs.)					

प्रमाणित किया जाता है कि मैंने कार्यालयीन प्रयोजन के लिए दूरभाष/मोबाइल पर _____ महीने में _____ रुपये खर्च किए हैं। चूंकि बिल मेरे माता-पिता/पति-पत्नी के नाम में जारी किया गया है, अतः यह भी प्रमाणित किया जाता है कि अधोहस्ताक्षरी द्वारा किए गए दावे की प्रतिपूर्ति अन्य स्रोतों से नहीं की जाएगी। कृपया ग्राह्य राशि की मुझे प्रतिपूर्ति की जाय। बिल (लों) की विधिवत सत्यापित वास्तविक/फोटोप्रति(याँ) संलग्न हैं।

Certified that I have incurred a sum of Rs. _____ towards telephone/mobile used for official purpose for the month(s) of/from _____. As the bill has been issues in favour of my parents/spouse, this is also to certify that claim made by the undersigned will not be reimbursed from other sources. The admissible amount may be reimbursed to me. Duly certified original/photocopy(s) of the bill(s) are enclosed.

ईआरपी आईडी/ERP ID:

हस्ताक्षर/Signature:

बैंक नाम/Bank Name:

एक्स टेंशन न./Extn. No.:

बैंक खाता स./Bank A/c No.

आईएफएससी कोड/IFSC Code:

भुगतान के लिए स्वीकृत राशि _____ रुपये।
Admitted for payment of Rs. _____

लेखाकार / Accountant
प्रशासन / Admn.

सहायक प्रबंधक (प्रशासन) / Asstt. Manager (Admin.)

उप महाप्रबंधक (प्रशासन) / DGM (Admin.)

