

**Guide lines for purchasing new mobile phone in place of the existing old set**

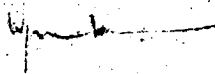
It is noticed that some of the Sub Officers are purchasing new mobile sets on the ground that the set in use is showing some snag or has become irreparable or is lost. With a view to bringing uniformity in handling official mobile sets supplied to officers, the following guidelines are issued for the strict compliance.

1. Mobile set will not come under the category 'stores'. It is an equipment. So, for purchase of new mobile sets, sanction from the competent authority should be obtained in advance.
2. The cost of the new set shall not exceed the amount prescribed by Govt.
3. There should be sufficient provision in the budget allocation.
4. No fancy set shall be purchased.
5. The purchase shall be as a replacement of the mobile already supplied only. The sub offices shall have no authority to sanction purchase of mobile set as a new connection.
6. In the case of loss of set, <sup>(enquiry)</sup> an enquiry has to be conducted leading to the loss of set and responsibility has to be fixed for loss of Govt. property. The officer has to file an FIR with the Police Station concerned wherever necessary. Subsequent purchase shall be effected only with the strength of a copy of the FIR and with the permission from the competent authority.
7. The amount that can be charged as Govt. expenditure for mobile calls shall be strictly limited to the amount prescribed for each category of officers. The excess expenditure if any shall be borne by the individual officers and on no account this excess amount shall be charged to any other head of account operated by the officer concerned.
8. The responsibility of pointing out the excess to be accounted as personal expenses of the officer rests with the Ministerial supervisory head.
9. No expenditure shall be credited to Govt. account wherever Idea mobile connections are supplied.
10. As far as possible efforts should be made to repair the instrument by the authorised agency. Request for approval for replacement of equipment shall be accompanied by a certificate from such an agency.

The above instructions should be strictly complied with while purchasing mobile sets as replacement.

Sd/-

Principal Chief Conservator of Forests



Chief Conservator of Forests (Development)