



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
(सड़क परिवहन और राजमार्ग मंत्रालय)
National Highways Authority of India
(Ministry of Road Transport and Highways)
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
फैक्स / Fax: 91-11-25093507 / 25093514
एक्स. / Extn.: 2223 / 2318 / 2488 / 2553

176

21

5.1.4

No. 11041/230/2007-Admn

26th March 2010

OFFICE ORDER

With the approval of Competent Authority, it has been decided to revise ceiling limits for various NHAI officers/officials for provision of laptop; reimbursement of cost of mobile instruments; telephone rental/call charges; and retentions of mobile instruments and laptops. The revised ceiling limits are as under:

(i) **Reimbursement of cost of mobile instrument**

Designation	Amount (in Rs.)
CGM	30,000/-
GM	20,000
DGM	15,000/-
Manager & other posts having equivalent Grade Pay	10,000/-

(ii) **Reimbursement of rental calls charges (for both mobile and residential phones).**

Designation	Amount (in Rs.) per annum
CGM	Mobile Rs. 60,000/- Residential telephone-No limit
GM	60,000/-
DGM	25,000/-
Manager & other posts having equivalent Grade Pay	21,000/-
Assft. Manager & other posts having equivalent Grade Pay	12,000/-
PS/PA/Steno posted with Manager and above & other posts having equivalent Grade Pay	9,000/-

(iii) **Laptop to officers**

Designation	Type of instrument	Amount (in Rs.)
CGM	Laptop	70,000/-
GM	Laptop	60,000/-
DGM	Laptop	50,000/-
Manager/equivalent posts	Note Book	30,000/-

(iv) **Retention/Replacement of the instrument by officials**

- a) Replacement of Mobile Instrument/Laptop will be allowed only after a minimum period of three years for which 5% of the original cost of the retained instrument will be deposited by the employee and the balance book value will be written off in the books of NHAI.
- b) Officials transferred from HQ to PIU's/RO's and vice versa will retain the same Mobile Instrument/Laptop instrument for a period of three years and no new Mobile Instrument/Laptop would be provided within the prescribed period of time.

hsmg
26/3/10

Contd. P/2

- c) For retention of above assets while leaving NHAI, an official should have put in a minimum service of one year in the Authority. Such retention may be allowed on payment of the depreciated value of the equipment.
- d) In case of loss, theft and damage of the equipment, the depreciated value will be charged from the officer. A copy of FIR lodged with the police will be submitted by the officer in case of theft.

(v) **Perquisite value**

Perquisite value for the retained instrument will be calculated as per provisions of the Income Tax Act for Income Tax purposes.

This Office Order will be effective from 1st April 2010.

Meeta Singh
(MEETA SINGH)

General Manager (HR/Admn)-II

To

- 1. PS to Chairman
- 2. All Members
- 3. All Officers / Staff
- 4. All PIUs/CMUs/ROs/SLOs