



WAREHOUSE COMPANY LIMITED

(A Government of India Enterprise)

No. CRWC-VI/Mobile Phone/11-12/ 3153

Date: 06.01.2012

Sr. Managers/Managers,
All Railside Warehousing Complexes.

Sub: Reimbursement of telephone/mobile expenses – reg.

Sir,

Reference is invited to this office circular No. CRWC-VI/Mobile Phone/08-09/1845 dated 05/07.01.2009 in regard to expenditure of mobile/telephone expenses. Further to this, all the concerned were advised vide this office letter No. CRWC/Fin – III/Misc./09-10/2203 dated 30.11.2009 to convert the prepaid mobile into postpaid connections. In this regard, it has been observed that some of the officers are submitting bills of reimbursement on account of mobile through pre-paid vouchers which is not in order. The instructions to this effect were also issued by GM (F&A) earlier. Now, it has been decided that reimbursement on account of pre-paid vouchers for top-up of mobile shall not be allowed from 1st February 2012. In this context, it is also to mention that expenditure on telephone/mobile shall be reimbursable for two connections only i.e. (i) landline telephone at the residence in the name of concerned officer (ii) postpaid mobile in the name of concerned officer subject to maximum limit allowable.

Therefore, all the concerned are advised to switch over to postpaid connection (for mobile) in their name immediately.

Yours faithfully,

(R. K. Sadhwani)

Dy. General Manager (F&A)

Copy to:

- 1) GM (M&O)/SE/DGM (P&A)/Sr. Manager (F&A)/AE, CRWC Ltd., Corporate Office, New Delhi.
- 2) Manager (F&A), CRWC Ltd., Corporate Office, New Delhi for necessary action accordingly.



CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED

(A Government of India Enterprise)

No. CRWC/Fin. - III/Misc/09-10 / 2203

November 30, 2009

The Manager,
RWC Whitefield, Sanathnagar, Nasik Road, Koodal Nagar, Badnera, Kandla,
Korrukupet, Shakurbasti, Nishatpura, Roza, Alamnagar, Yamuna Bridge, Ghaziabad,
Hatia.

Sir,

The entitlement for telephone expenditure is on actual basis. The limits have already been given for all the individuals. It is advised that bills may be forwarded for the actual expenditure incurred for reimbursement. In this regard, the telephone charges as per the bills of the Service Provider may be forwarded for reimbursement only.

Keeping above in view, it is therefore, advised that the connection may be converted into post-paid instead of pre-paid.

Thanking you

Yours faithfully,

(S. K. MIDHA)

General Manager (F&A)