

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
GENERAL ADMINISTRATION DEPARTMENT  
CARETAKING BRANCH, 2<sup>ND</sup> LEVEL, A-WING  
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-02**

No.F.53/778/GAD/CN/2025/1950-1955

Dated: 09.07.2025

**OFFICE MEMORANDUM**

**Subject: Comprehensive instructions regarding provision of telephone facilities and reimbursements to officers of Government of NCT of Delhi.**

General Administration Department has from time to time issued instructions on provision of telephone facilities, monetary ceilings on reimbursement to the officers of the Government of NCT of Delhi. Given the increasing dependence on telecommunication technology including mobile telephones for carrying out official work the existing instructions have been comprehensively reviewed, revised and the following instructions are hereby circulated for compliance by all Departments in supersession of all earlier instructions issued by this Department on the subject.

**1. Official Telephones**

All officers of the level of Joint Secretary and above are entitled for office telephone with STD facility. For officers of the level below Deputy Secretary, Departments may decide in consultation with the General Administration Department and concurrence of Finance Department depending on their functional requirements.

**2. Residential telephones**

All officers of the level of Joint Secretary and above are entitled for one official residential landline telephone with STD facility. Residential telephone can be allowed to officials below the rank of Joint Secretary on functional requirement basis. Secretaries to Council of Ministers are also entitled to the facility of one residential landline telephone.

**3. Mobile phone handsets.**

Reimbursement of the cost of mobile handsets is prescribed for the officers as under:-



SNo.	Categories/Designations	Maximum cost ceiling
1	Chief Secretary/Addl. Chief Secretary	Upto Rs. 1,00,000/-
2	Pr. Secretary	Upto Rs. 80,000/-
3	Secretary	Upto Rs. 75,000/-
4	Director/Spl. Secretary	Upto Rs. 60,000/-
5	Secretaries to the Council of Ministers	Upto Rs. 50,000/-
6	Addl. Secretary	Upto Rs. 40,000/-
7	Joint Secretary	Upto Rs. 30,000/-
8	Deputy Secretary	Upto Rs. 25,000/-

**4. Reimbursement of telephone & mobile phone call charges/broadband/data card.**

Reimbursement of telephone call charges of residential telephone/mobile phone/broadband/data card shall be as per entitlement given below and the instructions given hereunder: -


SNo.	Designation	Cost ceiling of reimbursement of residential telephone call charges/mobile phone call charges/broadband/Data Card.
1	Chief Secretary/Addl. Chief Secretary	Rs. 6500/- per month + taxes
2	Pr. Secretary	Rs. 6000/- per month + taxes
3	Secretary	Rs. 5500/- per month + taxes
4	Director/Spl. Secretary	Rs. 5000/- per month + taxes
5	Secretaries to the Council of Ministers	Rs. 5000/- per month + taxes
6	Addl. Secretary	Rs. 4000/- per month + taxes
7	Joint Secretary	Rs. 3000/- per month + taxes
8	Deputy Secretary	Rs. 2000/- per month + taxes
9	Private Secretary to Chief Minister	Rs. 5000/- per month + taxes

- The mobile phone will not ordinarily be replaced within a period of 02 (two) years from the date of its purchase. However, if at any point of time, the probable cost of repairs exceeds 50% of the total initial cost of the mobile instrument, such replacement may be allowed on case to case basis.
- No SIM/Data-Card will be provided by the office.
- There will be no separate ceiling for landline/mobile/broadband/data card.



- iv) The amount reimbursable will cover landline and/or mobile /broadband/mobile data/data card connection and shall be limited to the prescribed ceiling or actual expenditure, whichever is lower.
- v) Call charges over and above the prescribed ceiling, along with taxes thereon, shall be borne by the officers.
- vi) The amount shall be reimbursed on submission of bills/receipts by the concerned officer.
- vii) Officers are at liberty to choose the service provider and the tariff package for residential landline/mobile phones.
- viii) In case where husband and wife are sharing the same residential landline telephone and both are entitled for reimbursement only one of them will be allowed reimbursement against the residential landline telephone. However, the claim for mobile phone charges shall be treated separately for each of the officer subject to the entitled ceiling.
- ix) Residential telephone reimbursement will not be admissible in cases of Leave (of any nature) and trainings which are for more than one calendar month.

Finance Department vide U.O. No. 91/Fin/DS-I/25-26 dated 09.07.2025 has conveyed its concurrence; hence this Office Memorandum shall come into immediate effect.

  
(Pradeep Tayal)  
Joint Secretary (GAD)

To

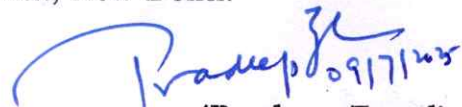
All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/HoDs, GNCT of Delhi, Delhi/New Delhi.

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Copy for information to:-

1. Principal Secretary to Lt. Governor, Raj Niwas, Delhi.
2. Secretary to the Chief Minister, 3<sup>rd</sup> Level, Delhi Secretariat, New Delhi.
3. Secretaries to Council of Ministers, Govt. of NCT of Delhi, Delhi Sectt., ND.
4. S.O. to Chief Secretary, GNCT of Delhi, Delhi Secretariat, New Delhi.
5. Controller of Accounts, Pr. Accounts Office, A-Blk, Azad Bhawan, I.P. Estate, ND.
6. PS to Pr. Secretary (GAD), 2<sup>nd</sup> Level, Delhi Secretariat, New Delhi.
7. Guard file.

  
(Pradeep Tayal)  
Joint Secretary (GAD)