



Policies & Procedures Manual
Sir Syed University of Engineering & Technology

Title of Policy: Policy for Authorization of Cellular Phone and Calling Cards	
Revision Date (if any): NIL	
Policy Area: Administration	Policy Number: SSUET/P/Gen/030-V1
Approved by (Statutory Body/ Competent Authority): Vice Chancellor	
Approval Date: 08-12-2021	Effective Date: 08-12-2021
Date of Issue: 08-12-2021	
Total Pages: 03	

Policy Statement

It is the policy of SSUET to establish a quality management system that meets the quality standards expected by its stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities.

	Name	Designation	Date
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Policy for Authorization of Cellular Phone and Calling Cards

1. Preamble

In order to ensure timely communication and effective connectivity SSUET management with all stakeholders, cellular phones and calling cards are provided to authorized officials. This enables the employees to communicate in an uninterrupted and economical manner during and after office hours. No formal policy existed that provided required procedures, authorization and financial ceilings for providing the cellular facility to SSUET employees. This policy provides the required policy and procedures.

2. Introduction

This policy describes the eligibility, procedure for approval, responsibilities and grade-wise financial ceilings of the employees who are facilitated with cellular phones, mobile cards or are receiving cellular allowance. An employee availing the facility is required to remain available on mobile phone during and after office hours and is expected to report immediately in case of discontinuity of service / network.

3. Eligibility

A cellular phone and mobile card/allowance may be provided to any employee depending on his/her nature of work with the approval of the Vice Chancellor. Normally this facility is provided to selected Deans, Heads of Departments, Chairpersons, Directors and key management/service personal.

4. Procedure

- **Authorization**

The Registrar or respective supervising officer shall initiate the list of employees who are to be facilitated with this policy. The list will be submitted to the Vice Chancellor for approval by HR department. The management may modify the list of employees at any time.

- **Department Responsibilities.**

Head of Departments must conduct periodical review of the necessity and the extent of cellular allowances in their departments. If necessary, recommendations may be submitted to the competent authority for revision or discontinuity of the facility.

- **Equipment & Gadget**

The University is under no obligation to provide communication gadget or cellular phone / mobile cards / allowance to all employees. Currently, only Vice Chancellor is provided with a handset / Cellular phone device.

Vice Chancellor will be entitled to claim replacement of the handset atleast after two year or before in case of any issues with the device and / or theft reported.

The beneficiary of the facility / service shall be responsible and the individual will need to contact service provider in case of any issue.

- **Employee Responsibilities**

The employees benefitting from pre-paid mobile facility is expected to always keep their cell phones switched ON and remain available on phone. Disconnection of connectivity due to any reason is to be communicated at the earliest to his/her reporting officer.

The cellular service is to be used according to Social Media Policy of SSUET. The policy is available on SSUET website. Any misuse of cellular facility may result in disciplinary action and/or immediate cancellation of the cellular facility.

5. Financial Ceilings

Grades	Ceiling per month (Rs.)
SSU 1 – 6	100 – 500
SSU 7 – 8	600 – 1000
SSU 9 – 12	1000 – 3000

- As a special case, the Competent Authority may enhance or reduce the financial ceiling, for a particular official depending on the nature of his/her work.
- The Competent Authority/Management, may at its discretion, review this policy periodically and make modification as necessary from time to time.