

**GOVERNMENT OF ARUNACHAL PRADESH
GENERAL ADMINISTRATION DEPARTMENT
ITANAGAR**

No.GA-19/2014.

Dated Itanagar, the 5th May'2015.

NOTIFICATION

In supersession of all earlier orders/office memorandums issued on providing perks & facilities, the Governor of Arunachal Pradesh is pleased to order framing comprehensive Guidelines on Telephone, Mobile, News Papers, Computer and office items/furniture and other entitlements for Council of Minister and Officers and officials of Arunachal Pradesh Civil Secretariat Itanagar and other departments with immediate effect as shown below.

A. Entitlement of Telephone. Mobile and News Papers.

Sl.No	Name	Perks & facilities entitled/admissible
1	Chief Minister	<p>1. Landline telephone at office & residential office with STD Facilities and Fax as per requirement. No ceiling limit</p> <p>2. One mobile handset and one SIM card with ceiling limit of Rs.2,500/- per month.</p> <p>3. Six National and two local News papers and three magazine/periodicals.</p>
2	Cabinet/Deputy/ State Minister	<p>1. One Landline telephone each at office & residential office and one each for Fax at Office & residential office with no ceiling limit</p> <p>3. One mobile handset and one SIM card with ceiling limit of Rs.2,500/- per month.</p> <p>4. Two National and two local News papers and two magazine/periodicals.</p> <p>5. Refreshment (Tea & Snacks) in office chamber @ Rs.1,000/- (Rupees one thousand) only per month.</p>
3	Chief Secretary	<p>1. Three landline telephones each at office chamber and official residence with STD and 1+1 facilities in one telephone each at office and residence. The third phone at office will have an ISD/ STD/ Fax/Broad Band internet connection facility at office chamber with no ceiling limit.</p> <p>2. One mobile handset and one SIM card with ceiling limit of Rs.2,500/- per month.</p> <p>3. Four National and two local News papers and two magazine/periodicals.</p> <p>4. Refreshment (Tea & Snacks) in office chamber @ Rs.1,000/- (Rupees one thousand) only per month.</p>
4	Commissioners/ Divisional & Development Commissions/ Secretaries	<p>1. One landline telephone each at office chamber and residence with STD and 1+1 facility. One telephone for Fax at office Chamber with ceiling limit of Rs.5,000/- for office and Rs.3,000/- for residence per month.</p> <p>2. One mobile handset and one SIM card with ceiling limit of Rs.2,500/- per month.</p> <p>3. Two National and two local News papers and two magazine/periodicals.</p> <p>4. Refreshment (Tea & Snacks) in office chamber @ Rs.1,000/- (Rupees one thousand) only per month.</p>

Sl.No	Name	Perks & facilities entitled/admissible
5	Additional Secretaries/ Special Secretaries/Joint Secretaries	1. One Landline telephone at office chamber and residence with STD facility with ceiling limit of Rs.4,000/- for office and Rs.2,000/- for residence per month.
		2. One mobile handset and one SIM card with ceiling limit of Rs.2,500/- per month.
		3. One National and one local News papers and one magazine/periodical
		4. Refreshment (Tea & Snacks) in office chamber @ Rs.1,000/- (Rupees one thousand) only per month.
6	Deputy Secretaries/ Under Secretaries	1. One Landline telephone at office chamber with STD facility with ceiling limit of Rs.2,500/-
		2. Reimbursement of Mobile charges in lieu of one landline telephone at residence with ceiling limit of Rs.2,500/- per month. No handset and SIM card shall be provided.
		2. One National and one local News paper.
7	PPS to Chief Minister	1. One landline telephone at residence with STD facility with ceiling limit of Rs.3,500/- per month.
		2. One mobile handset and one SIM card with ceiling limit of Rs.2,500/- per month.
		3. One National and one local News paper.
8	All Private Secretaries	1. Reimbursement of Mobile charges in lieu of one landline telephone at residence with ceiling limit of Rs.2,500/- per month. No handset and SIM card shall be provided.
		2. One local or national News paper.
9	All other Group 'A' officers below the rank of Under Secy in Civil Sectt.	1. One telephone at office with ceiling limit of Rs.2,000/- per month.
		2. One local or national News paper.
10	All Group 'B' Gazetted posts in the Civil Sectt.	One local or national News paper.
11	All Heads of Offices in Arunachal Pradesh	1. One landline telephone each at office Chamber and residence with STD facility and one telephone for Fax at office Chamber with ceiling limit of Rs.4,000/- for office and Rs.2,500/- for residence per month.
		2. One mobile handset and one SIM card with ceiling limit of Rs.2,500/- per month.
		2. One National and one local News paper and one magazine/periodical.
12	Deputy Commissioner/ Superintendent of Police	1. One telephone each at office and residence with STD facility and one telephone for Fax at office Chamber with 103 Plan, with ceiling limit of Rs.4,000/- for office and Rs.3,000/- for residence per month.
		2. One mobile handset and one SIM card with ceiling limit of Rs.2,500/- per month.
		3. One national and one local News papers and one magazine/periodical.
13	ADC/SDO/EAC attached in the DC's office /individual office /other equivalent officers	1. One telephone each at office and residence with STD facility with ceiling limit of Rs.3,000/- for office and Rs.1,500/- for residence per month.
		2. One national and one local News papers for ADCs only.

Sl.No	Name	Perks & facilities entitled/admissible
14	All Heads of the District Offices.	1. One telephone each at office chamber and residence with STD facility with ceiling limit of Rs.2,000/- for office and Rs.1,000/- for residence per month. One local or national News paper.
15	Circle Officer/Officers of equivalent rank of other Department holding individual charges.	1. One telephone at office chamber and residence with STD facility with ceiling limit of Rs.2,000/- for office and Rs.1,000/-for residence per month.
16	All educational institutions/Libraries/ Museums/Power Stations/Hospitals	One telephone at office chamber with STD facility with ceiling limit of Rs.1,500/- per month

1. All telephone holders will certify the telephone bills as well as their residence by themselves for authentication of calls made from their telephones.
2. Government telephone will be provided to the entitled officers at their office and residence on receipt of a written requisition and after obtaining approval from the competent authority. All the users of Government telephone on transfer/retirement shall surrender their telephone sets/connection immediately and final telephone bills been duly paid.

EXCESS AMOUNT PAYMENT

If telephone bill exceed the ceiling limit, concerned users of telephone should make payment direct to the BSNL authority and submit the money receipt along with bill to the concerned authority for reimbursement of admissible amount.

SUPPLY OF NEWSPAPERS/MAGAZINE

The newspapers/magazines in respect of Joint Secretary and above shall be delivered/supplied either at office or resident. However, below officer shall be supplied in the respective offices only.

B. ENTITLEMENT OF OFFICE ITEMS AND FURNITURE OF MINISTERS

1. Office Chamber of Ministers.

Sl.No	Item	Quantity
1	Executive Office Table (7 X 3") (Reputed Brand)	01 No.
2	Executive Revolving Chair	01 No.
3	Visitor Chair (Supreme Ornate or equivalent)	12 Nos.
4	Sofa set with one centre table & two side tables (Reputed Brand)	02 sets
5	Chest type file drawers (six drawers) (Reputed Brand)	01 No.
6	Desktop Computer set with UPS, Printer & Computer table/Fax/Scanner	01 set
7	Steel Almirah (50") (Reputed Brand)	01 No.
8	LED TV 42" with DTH conection	01 No
9	Photo Copier machine	01 No
10	Refrigerator	01 No

2. Residential office of Ministers.

Sl.No	Item	Quantity
1	Executive Office Table (7 X 3") (Reputed Brand)	01 No.
2	Executive Revolving Chair	01 No.
3	Visitor Chair (Supreme Ornate or equivalent)	06 Nos.
4	Sofa set with one centre table & two side tables (Reputed Brand)	01 set
5	Desktop Computer set with UPS, Printer & Computer table/Fax/ Scanner	01 set
6	Steel Almirah (50") (Reputed Brand)	01 set
7	Refrigerator	01 No

ENTITLEMENT OF OFFICE ITEMS FOR OFFICER'S OF ARUNACHAL PRADESH CIVIL SECRETARIAT

3. Chief Secretary.

Sl.No	Item	Quantity
1	Executive Office Table (7 X 3") (Reputed Brand)	01 No.
2	Executive Revolving Chair	01 No.
3	Visitor Chair (Supreme Ornate or equivalent)	12 Nos.
4	Sofa set with one centre table & two side tables (Reputed Brand)	02 sets
5	Chest type file drawers (six drawers) (Reputed Brand)	01 No.
6	Desktop Computer set with UPS, Printer & Computer table/Fax/ Scanner	01 set
7	Steel Almirah (50") (Reputed Brand)	01 No.
8	LED TV 42" with DTH conection	01 No
9	Photo Copier machine	01 No
10	Refrigerator	01 No

4. Principal Secretary/Development Commissioner/Commissioner/Secretary.

Sl.No	Item	Quantity
1	Executive Office Table (7 X 3") (Reputed Brand)	01 No.
2	Executive Revolving Chair	01 No.
3	Visitor Chair (Supreme Ornate or equivalent)	06 Nos.
4	Sofa set with one centre table & two side tables (Reputed Brand)	01 set
5	Chest type file drawers (six drawers) (Reputed Brand)	01 No.
6	Desktop Computer set with UPS, Printer & Computer table/Fax/ Scanner	01 set
7	Steel Almirah (50") (Reputed Brand)	01 No.
8	LED TV 42" with DTH connection	01 No.
9	Photo Copier machine	01 No.
10	Refrigerator	01 No.

5. Additional Secretary/Special Secretary/Joint Secretary/ equivalent Officers.

Sl.No	Item	Quantity
1	Executive Office Table (6 X 3") (Reputed Brand)	01 No.
2	Executive Revolving Chair	01 No.
3	Visitor Chair (Supreme Ornate or equivalent)	06 Nos.
4	Sofa set with one centre table & two side tables (Reputed Brand)	01 set
5	Chest type file drawers (six drawers) (Reputed Brand)	01 No.
6	Desktop Computer set with UPS, Printer & Computer table/Fax/ Scanner	01 set
7	Steel Almirah (50") (Reputed Brand)	01 No.

6. Deputy Secretary/Under Secretary/equivalent Officers.

Sl.No	Item	Quantity
1	Executive Office Table (6 X 3") (Reputed Brand)	01 No.
2	Executive Revolving Chair	01 No.
3	Visitor Chair (Supreme Ornate or equivalent)	06 Nos.
4	Steel file Rack	01 No.
5	Desktop Computer set with UPS, Printer & Computer table/Fax/ Scanner	01 set
6	Steel Almirah (50") (Reputed Brand)	01 No.

7. Private Secretary/Research Officer/Budget Officer/ equivalent Officers.

Sl.No	Item	Quantity
1	Executive Office Table (5 X 3") (Reputed Brand)	01 No.
2	Executive Revolving Chair	01 No.
3	Visitor Chair (Supreme Ornate or equivalent)	06 Nos.
4	Steel file Rack (four selves)	01 No.
5	Desktop Computer set with UPS, Printer & Computer table/ Scanner	01 set
6	Steel Almirah (78") (Reputed Brand)	01 No.

8. Section Officer/Senior Research Officer/ equivalent Officers.

Sl.No	Item	Quantity
1	Steel Office Table (5 X 3")	01 No.
2	Revolving Chair	01 No.
3	Plastic visitor Chair	04 Nos.
4	Steel file Rack (four selves)	01 No.
5	Steel Almirah (78")	01 No.
6	Desktop Computer set with UPS, Printer & Computer table/Scanner	01 set

9. Assistant/SPA/PA/UDC/ equivalent Officials

Sl.No	Item	Quantity
1	Steel Office Table (5 X 3")	01 No.
2	Revolving Chair (Half back)	01 No.
3	Plastic visitor Chair	01 Nos.
4	Steel file Rack	01 No.
5	Steel Almirah (78")	01 No.
6	Desktop Computer set with UPS, Printer & Computer table	01 set

10. Lower Division Clerk (LDC)/ equivalent Officials.

Sl.No	Item	Quantity
1	Steel Office Table (4 X 3")	01 No.
2	Office Chair	01 No.
3	Steel file Rack	01 No.
4	Steel Almirah (78")	01 No.
5	Desktop Computer set with UPS, Printer & Computer table	01 set

C. OTHER ENTITLEMENTS/NON-ENTITLEMENTS

1	One Photocopier machine and one Scanner shall be issued to each Branch as per requirement.
2	Data Card/Dongal/Wimax /Wifi Internet facility at office shall be issued to Commissioners/Secretaries on need basis only. No such facility shall be provided for official residence.
3	Standard of entitlement of Mobile Handset shall be as per Govt. approved rate.
4	Mobile handset shall be issued once in a posting tenure. In case of replacement due to unforeseen damage or otherwise, justification shall be given in such case. The handset and SIM Card shall be returned to GA Department before relieving the charge on transfer etc. and obtain surrender certificate (applicable to those who is entitled to receive handset and SIM card from GA Department).
5	Basic items like office stationery & sundry items shall be provided to each office as per requirement
6	No officer/official shall be entitled for any furniture/equipment/ Household/sundry items etc in their official residences.
7.	No water/electricity bill shall be paid against official residence/bungalow except HCM/CS and the office room portion of Ministers' bungalow.

Sd/- T.T. Gamdik,
Secretary (GA)
Govt. of Arunachal Pradesh,
Itanagar

Memo No.GA-19/2014

Dated Itanagar, the 12th May'2015

Copy to:-

1. PPS to Hon'ble Chief Minister, Arunachal Pradesh, Itanagar.
2. PS to all Ministers, Arunachal Pradesh, Itanagar.
3. PS to Chief Secretary, Govt. of Arunachal Pradesh, Itanagar.
4. All Prnl Secy/Commissioners/Secretaries, Govt. of Arunachal Pradesh, Itanagar.
5. The Secretary(Legislative Assembly), Naharlagun.
6. All Additional Secretaries/Special Secretaries/Joint Secretaries, Govt. of Arunachal Pradesh, Itanagar.
7. All Head of Offices/Directors, Arunachal Pradesh, Itanagar/Naharlagun.
8. All Deputy Commissioners/Additional Deputy Commissioner, Arunachal Pradesh.
9. All Supdt. Of Police, Arunachal Pradesh.
10. All Deputy Secretaries/Under Secretaries, Govt. of Arunachal Pradesh, Itanagar.
11. All Private Secretaries/Research Officers/Budget Officer, Arunachal Pradesh Civil Secretariat, Itanagar.
12. The Director (Printing), Govt. of A.P, Naharlagun for publication in the official gazette and forward 100 copies to the undersigned for office record.
13. All Section Officers/SRAs, Arunachal Pradesh Civil Secretariat, Itanagar.
14. Office copy.



(Ikar Dirchi)

Deputy Secretary (GA)
Govt. of Arunachal Pradesh
Itanagar