



POLICY & GUIDELINES

Mobile Phone Expense Reimbursement Policy

EFFECTIVE DATE
September 01, 2020

POLICY No. & VERSION
HR / 2020 / Mobile Phone
Expense Reimbursement Policy /
Version 1.3

ISSUING DEPARTMENT
Human Resources

TOTAL NO. OF PAGES
04

Index

Content

Page No.

1. Preamble	03
2. Scope	03
3. Eligibility	03
4. Guidelines	03
5. Entitlements	04
6. Payment Process	04
7. Policy Review / Amendment / Modification	04

X-----X-----X

Preamble

In today's age it is imperative that employees stay connected with each other and are able to communicate without hindrance at all times. Mobile phones help employees stay connected when they are located at different sites or when employees are on the move. As such employees incur certain mobile phone expense/bills while discharging their official role. The mobile phone usage incurred by employees while performing his/her job role, are reimbursed to employee on periodic basis against submission of original bills. This policy aims to cover all the employee mobile phone reimbursements as well as the processes related to it.

Scope

Applies to all employees PVR Ltd. & its group companies across all businesses, functions and geographies.

Eligibility

An employee shall be eligible for a mobile phone reimbursement as per the eligibility criteria's have been decided on the basis of the role in consultation with the Functional Head for E and M grades.

Guidelines

- Mobile phone expense reimbursement is covered under "NON-CTC Reimbursements".
- Reimbursements made to the employee will be strictly as per the specified limits.
- It is the responsibility of employee to timely submit monthly bills.
- The company will not entertain any late claim submission.
- Employee is eligible to claim only for one number on an ongoing basis.
- The Mobile Phone connection should be in the name of the employee.
- All claims for reimbursement must be submitted within one month from the bill date. Employee has to submit reimbursement claim with the copy of paid itemised mobile bill (Without Call Details).
- Only the post-paid connection reimbursements are allowed. Any other plan will not be reimbursed.
- In case the employee opts for any additional mobile services, the cost of such service will be part of the overall monthly reimbursement.
- In case of any late payment by employee, company will not reimburse for any late payment charges;
- Fudging of bills will be treated as violation of company's ethics and employee will be liable for strict disciplinary action including termination of services with immediate effect.
- Employees should be judicious in the use of the Cellular phones. Although limits are defined as per grade, employees are encouraged to be conservative in usage of the same.

Entitlement

A. Mobile Handset Entitlement:

Each cinema location will be entitled to procure a mobile handset “Site Cell” up to Rs. 3000. This allowance is payable after every 2 years. Mobile handset will not be provided to individuals.

B. Mobile Phone Expense Reimbursement Entitlement (Monthly Basis):

Employees at various levels will be reimbursed for Mobile phone Expenditure **on monthly basis** as per the below mentioned limits.

Grade	Monthly Limit (in INR)
E4-E1	750
M6-M4	1000
M3-M2	2000
M1	At Actuals

Please Note:

- The limits include all costs related to Rentals, Taxes, Roaming Charges (National), Value Added Services Charges etc.
- All employees of PVR or group companies based out at Corporate or Regional office or in grade =>M6 are covered in this policy by default. However at site level, only below mentioned designations/similar roles will be entitled for reimbursement:
:- *Area Manager, Cinema Head L1 & L2, Centre Custodian, Business Head, Maintenance Executive/Supervisor, AM-Engineering, CSO/AM-Security, Housekeeping Supervisor /Executive – Housekeeping, IT Admin, HR Admin, Accountant, Storekeeper/Executive – Stores/Storekeeper cum Cashier, Technical Supervisor, Electrician, Mechanic/Sr. Mechanic, Purchase Executive, Shift Engineers*
- Employees should ask for the Matrix Card from the admin team to avoid the excessive international roaming costs and/or ensure to enrol with International Roaming Pack.

Policy Review / Amendments / Modifications / Withdrawal

This policy will be reviewed from time to time and the company reserves the right to modify/amend/alter and/or withdraw the policy at its discretion.

In case of any doubt, the interpretation of above terms by the CHRO shall be final.

No exceptions shall be permitted under the policy unless specifically approved by the CHRO. For any exception, the Employees should take CHRO approval through their department heads.