

Palaniappan S

From: Sachin Thakkar
Sent: Wednesday, April 10, 2024 7:21 PM
To: Vishal Astunkar
Cc: Palaniappan S; Rasika Bhate
Subject: RE: smart phone approval request

OK

From: Vishal Astunkar <Vishal.Astunkar@ariston.com>
Sent: 10 April 2024 17:22
To: Sachin Thakkar <Sachin.Thakkar@ariston.com>
Cc: Palaniappan S <Palaniappan.S@ariston.com>; Rasika Bhate <Rasika.Bhate@ariston.com>
Subject: FW: smart phone approval request

Dear Sir,

Pls approve as per Mobile Policy.

Rgds,
Vishal Astunkar

From: Palaniappan S <Palaniappan.S@ariston.com>
Sent: Tuesday, April 9, 2024 9:06 AM
To: Vishal Astunkar <Vishal.Astunkar@ariston.com>
Subject: FW: smart phone approval request

Dear Sir,
Kindly give approval for smart phone purchase.

Thanks with Regards,
S.Palaniappan

From: Palaniappan S
Sent: Thursday, March 14, 2024 2:33 PM
To: Vishal Astunkar <Vishal.Astunkar@ariston.com>
Subject: FW: smart phone approval request

Dear Sir,
Kindly give approval to purchase smart phone .
Current using phone issue I am requesting for approval .
EMP Name :-S Palaniappan
Emp Code - 288327

Thanks with Regards,
S.Palaniappan

From: Palaniappan S
Sent: Friday, February 23, 2024 8:40 AM
To: Vishal Astunkar <Vishal.Astunkar@ariston.com>
Cc: Rasika Bhate <Rasika.Bhate@ariston.com>
Subject: smart phone police approval request

Dear Sir,
Kindly advice can I use this smart phone police .
Currently using phone issue , Please approve .

OBJECTIVE :-

To set guidelines to provide smart phones to select employees. To assist and enhance the effectiveness of

those employees, who, owing to their role and function, need to be readily accessible. To standardize entitlements pertaining to smart phones on the basis of business rationale.

ELIGIBILITY:-

Smart Phone will be given to any employee based on their:

- 1) Grade
- 2) Designation
- 3) Need (if the profile of the employee demands it, and with the recommendation of the HOD and with approval of the MD).

GENERAL RULES:

- Handset may be replaced once in two years from the date of purchase. However, approvals of HOD and the MD to be taken for every time purchase.
- Information Technology Department to provide assistance to the user as and when required.
- All those who have been provided with an instrument by the company must ensure safety and maintenance of the same.
- In case of theft, the employee shall register an FIR with the police and submit a copy of the same to the Administration department.
- The cost of the handset, as the case may be, will be deducted from the employee at the asset's book value, if the company has provided the handsets.
- Reimbursement of expenses would be done within the prescribed limits. Any reimbursement, beyond the limit, needs the approval of the concerned Department Head and MD.
- Company will reimburse upto Rs.1000/- for accessories e.g screen guard etc.
- It is the Company's asset & employee has to return it while leaving the service of the company or can buy the same at a depreciated price.
- Employee leaving the services of the company for any reason can purchase the handset provided to him at a pro-rata cost

PROCESS:-

Grade / Designation :

Need based :

- I. HOD to raise requisition with justification.
- II. MD to approve/disapprove and forward the same to HR.
- III. HR Department to co-ordinate with purchase/vendor and arrange for the instrument.

Responsibility: HR to facilitate entire process.

Use of Mobile phone will be strictly as per the usage limit given in the following table.

Any excess payment over the usage limit will be automatically debited to the concerned user. The limits fixed will be inclusive of basic service charges payable to the Mobile Provider Company.

Grade wise Monthly usage limit in Rs

3 Asst. Manager & above - Need based

INR 10,000/- (Inclusive of Tax)

Thanks with Regards,

S.Palaniappan