



Policy for Mobile Phone Top-up Cards

Applicability:

This policy applies to all MRRD Contracted employees.

1.0 Background

MRRD understands that many of its (contracted) employees need the use of mobile phones for official purposes in order to carry out their responsibilities.

A committee consisting of the following officials was assigned to review the current policies regarding phone card allowance across MRRD to develop a uniform policy for the use of mobile phone top-up cards.

1. Sharif Abassi CC, WatSan;
2. Arif Qazizadah Admin and Liaison Officer, Deputy Minister Program's Officer
3. Wais Barmak Executive Director, NSP
4. Ahmad Jawed Human Resources Coordinator, MRRD

2.0 Scope and Administration

2.1 Scope

This policy applies to all contracted employees of MRRD (national and international) and its programs whose job nature and responsibilities require **a lot of official communication**. In addition to national employees specified above, international employees fall under this policy. Availability of other communication recourses (e.g Wireless telephones, Radios) can affect reduction in the allocation of phone allowance to the specific department or person.

Incase an employee is absent or in leave for the period of 20 days or more than that in a calendar month, s/he is not entitle to receive the phone card allowance.

Mobile phone top-up cards (no cash payment) are provided based on positions as specified below:

| Position | Amount of Top-up Card per Month |
|--|--|
| Chief Coordinator/Executive Director/ Program Manager | \$ 80-100 |
| Deputy Chief Coordinator/General Directors | \$ 70 |
| Head of Department / Project Manager/Coordinators | \$ 50 |
| Deputy Head of Department, Senior Officer | \$ 30-40 USD depending on the scope of work |
| Assistants | \$ 20 |
| Support Staff only: Drivers, Guards, Receptionists | \$ 10 |
| International Staff | \$ 50 |

2.2 Administration

MRRD HR department for MRRD and together with programs HR Departments/Units for the relevant program is responsible for the Administration of this Policy. It is important to note that MRRD/HRD and Programs' HRD will also determine the eligibility of an employee specified in 2.1 for this allowance.

Note: for any additional payment of phone card allowance in exceptional cases the request must be verified by MRRD/HR and approved by the Deputy Minister for Pillar.

Approved by: