

No. 20-1/2017-D (Pt. 1)
Government of India
Ministry of Communications
Department of Posts
Mail Operations Division

Dak Bhawan, New Delhi
Dated: 25.06.2025

To
The Chief Postmasters General
All Circles

Subject: Revision of Bring your own device (BYOD) scheme -reg.

This is in continuation to previous instructions vide letter of even no. dated 07.09.2022 and 04.12.2023 regarding Bring your own device (BYOD) scheme.

2. It is informed that the Department is in process of rolling out Integrated Mobile App (IMA) 2.0 under IT Modernization Project 2.0 which shall require mobile phones with enhanced specifications. The minimum revised specifications as recommended by CEPT for BYOD scheme are enclosed as '**Annexure – E**'.

3. To ensure continued participation in BYOD scheme and to encourage delivery staff to upgrade their devices in line with new requirements, the monthly reimbursement under BYOD scheme is revised substantially. The revised rates are Rs. 300 for smartphone usage (previously Rs. 200) and Rs. 200 for Data/Voice/SMS charges (previously Rs. 150), totalling Rs. 500 per month.

4. It is reiterated that delivery staff who opt for BYOD scheme is allowed payment of monthly reimbursement of Rs 500 subject to mandatory processing of 90% of the total received articles through mobile app. No. of articles delivered by the delivery staff may not be considered for reimbursement under BYOD scheme. It has been observed on multiple occasions that due to this misapprehension, reimbursement to delivery staff who have opted for BYOD is not processed. Delivery staff as well as supervisory staff may be sensitized for handling all accountable articles through mobile app.

5. All circles are also requested to direct the Divisional Heads concerned for timely reimbursement under BYOD scheme as per '**Annexure-D**', which is crucial for



keeping the delivery staff enrolled in BYOD and to encourage other delivery staff to participate in this scheme.

6. Revised guidelines regarding BYOD policy are enclosed herewith as '**Annexure – A**'. It is requested to share details of mobile phones enrolled with MO Division on fortnightly basis in prescribed format as per '**Annexure – B**'.

Encl: As above



(Dushyant Mudgal)
DDG (Mail Operations)

'Annexure – A'

Revised guidelines for Bring your own device (BYOD) scheme

- (a) BYOD scheme will only be applicable for Postman/GDS/Outsourced staff doing delivery work in Departmental offices/ delivery centres but are not equipped with any smart phone either by Directorate or IPPB.
- (b) Presently the departmental mobile app is working in Android devices only. Only Android smartphones meeting the minimum configuration as per '**Annexure-E**' shall be allowed for BYOD, which may be changed from time to time by as per operational requirements of Department.
- (c) The smartphone must be in a good condition without any operational issues with touchscreen, rear camera etc. and should not be more than 3 years old. The device should not be rooted when enrolled for BYOD scheme.
- (d) The necessary details of smart phones such as copy of invoice (if available with the delivery staff), Make/model, IMEI Numbers shall have to be recorded at the office level for all the BYOD devices.
- (e) The reimbursement to be given to the delivery staff shall comprise Rs. 300 for smartphone usage and Rs. 200 for Voice/Data/SMS charges amounting to total **Rs. 500 per month** subject to the condition that minimum 90% of articles being received for delivery shall have to be processed through departmental mobile app. Number of articles actually delivered by the delivery staff should not be considered for giving reimbursement under this scheme.
- (f) SIM & Data/Voice/SMS plans will have to be purchased by the delivery staff considering the availability of sound network connectivity of the service providers in the beat area.
- (g) The Department will assume no responsibility for loss, theft or damage to any such device. Department will also assume no liability for loss of any personal data or applications from the device itself. The use of device thereof is the responsibility of the delivery staff who owns the device.
- (h) No special advance of any kind shall be given to the employee for purchase of mobile phone for purpose of BYOD.
- (i) The payment of BYOD allowance shall be made on monthly basis as per '**Annexure-D**'.
- (j) Calculation of BYOD reimbursement in special cases:
- (i) If an employee registered for BYOD scheme do not use the mobile phone due to absence, mobile phone service/repair etc. for a complete month, partial reimbursement for BYOD shall be given as per the following:

For Mobile phone

Rs. 300 x No. of working days for which mobile phone was used / No. of working days in a month



Similarly, **Data/Voice/SMS** tariff reimbursement shall be calculated as:

Rs. 200 (or the current tariff allowance rates) x No. of working days for which mobile phone was used / No. of working days in a month.

However, in the following exceptional cases full reimbursement for a particular month may be given:

(a) If an employee delivers articles using mobile app for at least once a month provided the employee processes minimum 90% articles and proceeds on leave duly sanctioned by the competent authority.

(b) If the delivery through mobile app could not be done due to technical issues in mobile phone and is repaired by the delivery staff within 2 working days. A copy of bill for mobile phone service/repair may be produced by the delivery staff for this purpose.

(ii) If a mobile phone of outsourced staff is used for delivery through mobile app in absence of departmental staff, outsourced staff may be reimbursed for that period in the similar manner as mentioned in point j(i) above.

* Criterion of calculating working days for which mobile phone was used is subject to condition that minimum 90% of total articles received for delivery, shall have to be processed through mobile app.

(k) A mobile device management (MDM) software may be installed in the mobile phones, if required by the Department.

(l) Details of all the mobile phones enrolled under BYOD scheme may be shared by the Circles on fortnightly basis to Mail Operations Division in the format as per '**Annexure – B**'. (copy enclosed)

(m) Other peripherals such as Biometric device, payment device, connecting cable etc., if required for banking related activities shall be provided by IPPB to the delivery staff.

(n) The reimbursement amount be booked under Post office (OE) Non plan Head of accounts. Circles and regions should project the anticipated requirement of funds and ensure the timely payments to delivery staff. Reimbursement guidelines as per '**Annexure – D**' may be referred in this regard.

(o) Consent of the delivery staff, willing to enrol under BYOD scheme may be obtained as per enclosed Performa as per '**Annexure – C**' (copy enclosed).



'Annexure – B'

Circle	Region	Division	Delivery Post office/ Delivery Centre	Facility ID	Mobile phone Model/Make	IMEI No.	Name of official	Mobile no. of official



BRING YOUR OWN DEVICE (BYOD) CONSENT FORM

- a. This permission form defines the terms of usage of personally-owned mobile phones for the official purposes.
- b. Enrolment under BYOD scheme is permitted on the basis of criteria contained in the guidelines for BYOD policy prescribed by the Department of Posts.
- c. This sanctioned usage can be withdrawn at any time by the Department without any prior intimation to the delivery staff.
- d. By signing below, I verify that I understand and agree to the policy / guidelines for BYOD, which are subject to change if required by the Department. I agree to enrol and use the following device under BYOD scheme.

Name of Employee -

Manufacturer -

Model name/number -

Serial number -

MAC Address -

(Signature of employee enrolling for BYOD)

For office use only

Date of enrolment under BYOD

-

Date of withdrawal -

Facility ID -

(Signature of official in charge for BYOD)



Reimbursement guidelines for BYOD scheme

1. The reimbursement amount may be booked under Post office (OE) Non plan head of accounts. Circles and regions should project the anticipated requirement of funds and ensure the timely payments to delivery staff.
2. Supervisor of mail delivery or SPM/APM/PM shall verify if the condition(s) of BYOD are met and may forward the claim to Divisional head/sanctioning authority concerned after observing all due formalities for sanction are met. Thereafter, payment may be made to the delivery staff, on monthly basis without submitting the claim subject to availability of funds.
3. The timeline for processing reimbursement under BYOD is as follows:

Sr. No.	Activity	Details	Timeline: On or Before
(i)	Verification of BYOD criteria	Supervisor of mail delivery or APM/PM etc. shall verify that the criteria of handling (not delivery) of 100% of articles through mobile app is met either by DPMS or Beat delivery report on daily/weekly basis and prepare a consolidated report	3 rd working day of every month.
(ii)	Forwarding of reimbursement claim	The Claim for reimbursement to eligible delivery staff will then be forwarded to the concerned sanctioning authority such as Sr. PM/CPM/Div. Head etc.	5 th working day of every month.
(iii)	Processing of sanction	Sanctioning authority shall inspect the records and ensure that reimbursement is processed timely subject to availability of funds.	15 th working day of every month.



'Annexure – E'

Minimum specifications of smartphone for enrolment under BYOD scheme

- (i) Operating System: Android 13 or higher
- (ii) RAM: 6 GB
- (iii) Storage: 128 GB
- (iv) Processor: 2.4 GHz
- (v) Display: 6.6 inches
- (vi) Main Camera: 50 MP
- (vii) Network: 4G/5G (SIM/Wi-Fi)
- (viii) Connectivity: USB 2.0, Wi-Fi, Bluetooth 5.2
- (ix) Battery: 5000 MAH
- (x) Printer compatibility: 2-inch Bluetooth Thermal Printer
- (xi) Biometric Device compatibility: UIDAI Registered Fingerprint Scanner

