



No. RDO/3003/20

Date: 03/07/2020

ORDER

This is for information of all concerned that 'Limit of Reimbursement' as mentioned in Col.4 of the Office Order vide No.RDO/2948/20 dated 17.06.2020 (Coy enclosed) regarding reimbursement of telephone bills etc., be read as 'Monthly Limit of Reimbursement'.

For smooth processing of the reimbursement, a 'Claim Form' is enclosed for ready reference and the beneficiaries are requested to fill in this prescribed proforma at the time of submission of the bills in the finance section.

sdl-
(Biman Bandyopadhyay)
Registrar

Encl.: As stated

Copy forwarded for information and necessary action to:

1. Private Secretary to the Director
2. All Deans/Head of the Departments/Schools/Centres
3. All Faculty Members-Through the heads of the academic units
4. All Officers
5. Institute Website

H. 2/07/2020
Registrar

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

Claim Form for Land Line / Mobile/ Internet Reimbursement
[Vide Office Order No.RDO/2948/20 dt. 17.06.2020 and orders issued subsequently]

Total Claimed Amount: Rs. _____ for the period _____

Name:	
Designation:	Department:
Grade Pay/Academic Grade Pay:	Pay Level:

Types of Service	Phone Numbers	Consumer's account number registered with service provider(if applied)
Telephone (Land Line)		
Mobile(s)		
Internet / Broadband		

Month(s)	Billed Amount(Including GST)				Total	Claimed Amount(Including GST)
	Land Line	Mobile	Broadband	Others		
April						
May						
June						
July						
August						
September						
October						
November						
December						
January						
February						
March						
Total claim amount						

Certified that (a) the above telephones/net services are registered in my name to the respective service providers (b) the bills do not include ISD call charges (c) the bills are not claimed earlier and (d) the bills enclosed for reimbursement are in original.
Encl.: _____ pages.

Date: _____ Signature of the Claimant _____

For Office Use

Certified that (1) necessary entries have been made at Page No. _____ Sl. No. _____ in the Telephone Bill Register and (2) sanction to incurred an expenditure amounting to Rs. _____ has been obtained from the Competent Authority vide note dated _____.

Dealing Assistant

Assistant Registrar (Accounts)

Internal Audit



कुलसचिव कार्यालय / निबन्धक कार्यालय / Office Of The Registrar

भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर

ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

AN INSTITUTE OF NATIONAL IMPORTANCE

No: RDO/2948/20

Date: 17.06.2020

ORDER

In persuasion of the resolution no. 9.20 of the 9th BoG held on 25.11.2017 and the resolution no. 10.03 of the 10th BoG held on 10.10.2018 and in line with the O.M F.No.24(3)/E.Coord/2018 dated 26.03.2018 issued from the Ministry of Finance, Department of Expenditure, GoI, the Faculty Members and Officers of the Institute shall get the benefit of telephone bill reimbursement facilities w.e.f. 1st November, 2018 as per rates given in the following table.

Sl. No.	Level/ Position	Pay Level	Limit of Reimbursement
1	Director	16	Rs.4,200/- plus taxes
2	Teachers Officers	15 15	Rs.3,000/- plus taxes
3	Teachers Officers	14,14A 14	Rs.2,700/- plus taxes
4	Teachers Officers	13A1, 13A2 13	Rs.2,250/- plus taxes
5	Teachers Officers	10,11,12 10,11,12	Rs.1,200/ plus taxes

There will be no separate ceiling for the land line/ mobile/broadband/ mobile data / data card. The amount reimbursable will cover land line and/ or mobile /broadband/ mobile data / data card connection and shall be limited to the ceiling prescribed or as per actual whichever is lower. Call charges over and above the ceiling prescribed along with taxes thereon shall be paid by the incumbent.

All the beneficiaries under the above categories are hereby requested to submit their reimbursement claims twice a year i.e. in January and July along with bills /cash memo in support of their claim.

Since the order is made effective from 01.11.2018, the previous order No. AT/EC-08.03/2009/085 dated 21.04.2010 for reimbursement of telephone bill on production of bills/cash memo as proof of payment shall continue to be effective upto 31.10.2018.

This is issued with the approval of the competent authority.

Sd/-
(Biman Bandyopadhyay)
Registrar

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17/06/2020
Registrar

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Established on 24th November, 1856 : Formerly known as B.E. College, B.E. College (Deemed University) and Bengal Engineering and Science University, Shibpur