



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 date / 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

Copy forwarded for information and necessary action to:

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

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17/06/2020
Registrar