CIRCULAR

With reference to the Office Order no.A-745 dated 11.02.2022 and A-55 dated 25.05.2020, reimbursement of Newspaper and Telephone charges was extended to the faculty member and officers of the Institute. In this connection, all concern are requested to follow guidelines mentioned below for submission of related claims:

1. The reimbursement will be done as per the entitlement on half yearly basis.
2. For Telephone reimbursement the valid bills and mobile connection should be registered in the name of employees only.
3. Residential telephone/Newspapers reimbursement is allowed for residence of employee in Srinagar Garhwal only.
4. Telephone reimbursement will not be admissible in cases of leave (of any nature) and training which are for more than one calendar month.
5. Reimbursement claim for same Financial Year will only be processed by the section.
6. For the month of March claim must be submitted by the individual on or before 15th April.

This is issued with the approval of the Competent Authority.

Registrar

Copy to:

1. All employees – through email
2. Assistant Registrar (Estt/Accounts)
3. Coordinator (Website) – *for update on the Institute website*
4. Office of the Director
5. Office of the Registrar
6. Guard file – for record

OFFICE ORDER

Subject: Reimbursement of Newspaper purchased/supplied to Faculty Members/Officers at their residence-guidelines regarding.

In compliance to Finance Committee agenda item no. FC 17.13, which stands approved vide BoG Agenda item no. BoG.21.12, the OM No. 25(12)/E.Coord/2018 dated 03.04.2018 issued by Department of Expenditure, Ministry of Finance, Govt. of India, is hereby implemented as follows:

S.No.	Level of Officers	Reimbursement in respect of Newspapers purchased/supplied Per Month (In Rs.)
1.	Director/Professor (HAG)	Rs. 1,100/-
2.	Professor/Registrar	Rs. 850/-
3.	Associate Professor/Assistant Professor/ Officers	Rs. 500/-

The reimbursement claim of amount as per above entitlement shall be done by the concerned Faculty Members/Officers on half yearly basis, As per OM No. 25(12)/E.Coord/2018 dated 03/04/2018.

This Office Order will supersede all earlier Office Order related to reimbursement of newspaper.

This is issued with the approval of the Competent Authority.

Registrar

Copy to:

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3. Coordinator (Website) – *for update on the Institute website*
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राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref.No.NITUK/Estt./OO/2020/001/ A-55

Date: 25 MAY 2020

OFFICE ORDER

In compliance to Finance Committee Agenda item no. FC 17.14 dated 29/03/2019, which stands approved vide BoG Agenda item no. BoG 21.12 dated 29/03/2019, the OM No. 24(3)/E.Coord/2018 dated 26.03.2018 issued by Department of Expenditure, Ministry of Finance, Govt. of India, is hereby implemented as follows for reimbursement of telephone call charges:

S.No.	Pay Matrix Level of Officers	Authorized Reimbursement per month
1.	15 & 16	Rs.3,000/- + taxes as applicable
2.	14 & 14A	Rs.2,700/- + taxes as applicable
3.	12, 13, 13A, 13A1 & 13A2	Rs.2,250/- + taxes as applicable

The following designations shall be provided the CUG telephone connections by the Institute, as mentioned against each:

S.No.	Designation & CUG Number		S.No.	Designation & CUG Number	
1.	Director	9557750888	16.	Public Relationship Officer	9897509249
2.	Registrar	9557750889	17.	Coordinator (MHRD Activity)	9557750907
3.	Assistant Registrar (Estt.)	9557750900	18.	Coordinator (Scholarship)	9557750890
4.	Assistant Registrar (Accounts)	9557750897	19.	I/c. Training & Placement	9557750906
5.	Assistant Registrar (Stores)	9897509573	20.	Chief Warden	9557750896
6.	Assistant Registrar (Academics)	9557750904	21.	Warden-1	9557750902
7.	Assistant Registrar (Hostel)	9557750894	22.	Warden-2	9557750903
8.	Assistant Registrar (Legal)	9557750898	23.	Warden-3	9557750905
9.	Student Activity & Sports Officer	9557750908	24.	Warden-4	9557750885
10.	Institute Ambulance	9557750909	25.	Warden-5	9897509471
11.	Medical Officer	9557750892	26.	Warden-6	9557750899
12.	Executive Engineer	9557750886	27.	Warden-7	9557750893
13.	Assistant Librarian	9897507849	28.	Warden-8	9557750887
14.	Public Information Officer	9557751282	29.	Warden-9	9557750895
15.	Chief Vigilance Officer	9557750891			

The reimbursements will cover landline and/or mobile/broadband/mobile data/data card connection and shall be limited to the ceiling prescribed or as per actuals bill, whichever is lower. The claims for reimbursement shall be entertained on half yearly basis on production of valid receipts/bills.

The reimbursement of telephone charges will not be admissible in cases of Leave of absence (of any nature), including trainings which are for more than one calendar month(s). No mobile phone facility shall be provided during training period whatsoever, including trainings abroad.

Officials visiting abroad for short visits/meetings/conferences/workshops shall claim reimbursement of call charges as per monetary ceiling of Rs. 2,000/- per day for Officers of Pay Matrix Level 15 & 16, and Rs.1,000/- per day for Officers below the Pay Matrix Level 15, by producing valid receipts/bills.

Officers provided with CUG connections, shall not be provide any SIM/Data card over and above. Phone instruments/handset will not be authorized to those who avail CUG/reimbursements of telephone expenses. This order shall be effective from 01/04/2020.

This is issued with the approval of the competent authority.

Registrar

Copy to:

1. All employees–through email
2. Assistant Registrar (Estt./Accounts)
3. Office of the Director
4. Office of the Registrar
5. Guard file-for record