

F.No. NID-AP/Admin/144/2020/2022/364 .

Dated: 03/03/2022

**OFFICE MEMORANDUM NO. 02/2022**

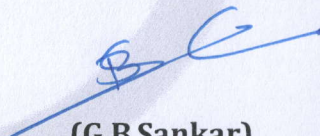
**Sub: Reimbursement of telephone expenses.**

In pursuance of OM issued vide F.No.24(3)/E.Coord/2018 dated 26<sup>th</sup> March, 2018 of Department of Expenditure, Ministry of Finance and approval of the competent authority, reimbursement of telephone expenses to the employees of the institute shall be as indicated below:

Pay Level/Designation	Limit on reimbursement	Effective from
Pay Level-14	Rs. 2700/- per month + taxes as applicable	Bill period starting from 1 <sup>st</sup> December 2021
Pay Level-12 to 13	Rs.2250/- per month + taxes as applicable	
Pay Level-11 & below:	Rs. 1200/- per month + taxes as applicable	
1. Deputy Registrar 2. Administrative Officer-2 Nos. 3. Senior Accounts Officer-2 Nos. 4. Senior Engineer (LBM) 5. Chief Coordinator- Academic Collaborations 6. Chief Coordinator-Industry Outreach 7. Coordinator-Industry Internships and Placements		
Warden-2 Nos.	Rs. 500/- per month + taxes as applicable	Bill period starting from 1 <sup>st</sup> March 2022

The amount shall be reimbursed on submission of bills/receipt along with the prescribed format by the concerned employee, provided the connection is in the name of the employee concerned.

Telephone reimbursement will not be admissible in cases of Leave (of any nature) and trainings which are for more than one calendar month.

  
**(G.B Sankar)**  
**Chief Administrative Officer/**  
**मुख्य प्रशासनिक अधिकारी**

**Copy to:**

1. O/o Director
2. Concerned Staff and Faculty.

