



भारतीय प्रौद्योगिकी संस्थान इन्दौर

सिमरोल, खण्डवा रोड, इन्दौर, भारत पिन - 453 552

Indian Institute of Technology Indore

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IIT Indore

No.IITI/Admin/Int.Circ./2018/511

July 3, 2018

Circular

Sub: Provision of telephone/mobile/internet facilities and reimbursement thereof.

Consequent to the approval of Board of Governors vide item no. 12 of 25th meeting regarding revision of rates of reimbursement of communication charges as per orders of Ministry of Finance (Department of Expenditure), entitlement for reimbursement of call/internet charges of residential telephone/mobile phone/broadband/mobile data/ data card shall be as per entitlement given below:-

Sl. No.	Level/Designation	Limit on reimbursement
1	Officials drawing salary at Pay level 17 of 7 th CPC	As per actuals
2	Officials drawing salary at Pay level 15 of 7 th CPC (Professor Sr. Scale)	Rs 3000/- per month + taxes
3	Officials drawing salary at Pay level between 14 & 14A of 7 th CPC (Professor)	Rs 2700/- per month + taxes
4	Officials drawing salary at Pay level of 13A2, 13A1, 13 & 12 of 7 th CPC (Associate Professor/Assistant Professor Grade I)	Rs 2250/- per month + taxes
5	Officials drawing salary at Pay level of 10 & 11 (Assistant Professor Grade II)	Rs 1200/- per month + taxes

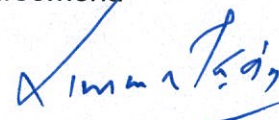
The above reimbursement will be subject to the following conditions:

- No SIM/data-card will be provided by office.
- 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 actuals, whichever is lower. Call/Internet charges over and above the ceiling prescribed along with taxes thereon shall be borne by the officers.

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- (c) Officers are at liberty to choose the service provider and the tariff package for residential land line/mobile phones.
- (d) In case where husband and wife are sharing the same residential land line telephone and both are entitled for reimbursement, only one of them will be allowed reimbursement against the residential land line telephone. The claim for mobile phone charges shall be treated separately for each of the officer subject to the entitled ceiling.
- (e) Reimbursement for mobile will be restricted to the officer in whose name the mobile connection is registered.
- (f) Telephone reimbursement will not be admissible in cases of Leave (of any nature) and trainings which are for more than one calendar month (s).
- (g) A certificate as per Form F-2 to this effect shall be submitted by the officials on quarterly basis to the Finance and Accounts section for reimbursement.

This will be applicable with effect from April 1, 2018.



Registrar

To:

1. All Faculty Members, All Admin, All Lab
2. Section Officer, Director Office
3. Registrar Secretary