



**INDIAN INSTITUTE OF TECHNOLOGY INDORE**  
**Standard Operating Procedure (SOP) for claiming**  
**Reimbursement of Communication Charges in Form F-2**

---

- 1) The claimant is free to select the operator and plan of his choice in his/ her own name. The plan will be of their own choice. However, it is informed that Vodafone provides free of cost calls within the circle, CUG among the IITI staff.
- 2) The reimbursement within the prescribed ceiling would include for the mobile/land line and data card. In case of data card, it should not exceed one connection.
- 3) No Data-Card (Hardware etc.) would be provided by the office and only reimbursement for data use, through data card, will be allowed on submission of bills.
- 4) The amount will be reimbursed within the prescribed ceiling on submission of bill/receipt by the concerned Faculty/Officer. There will not be any separate ceiling for landline/mobile/broad-band. The present ceiling per month is as under:
  - i) Rs 1,800/- for Professors and other officers drawing Grade pay of Rs 10,000/- and above.
  - ii) Rs 1,500/- for other Faculty and equivalent officers drawing Grade pay of Rs 7,600/-, but below Grade pay of Rs 10,000/-.
  - iii) Rs 800/- for officers drawing Grade pay of Rs 5,400/- and above, but below Grade Pay of Rs 7,600/-, which is reimbursable once in every month or quarter within the limit.
- 5) The amount reimbursed shall also include broadband facility connected to landline or such facilities through which data, voice or image is transferred.
- 6) The amount reimbursable will be reduced by ` 400/- if the officer of the rank of Deputy Secretary and above does not have broadband facility at his residence.
- 7) The claim can be preferred any time after the payment but not exceeding one year from the date of payment.

**NOTE:**

- a) The above sop is only extract of the rules which in abstract from for easy reference/understanding to prefer the claim in the prescribed form.
- b) These are subject to the detailed CCS Rules and amendments issued from time to time.