



कुलसचिव कार्यालय
(सामान्य प्रशासन)

Office of the Registrar
(General Administration)

Ref. No. IIT(BHU)/GAD/3(7)/Tel. Remb./Gen./13191

Diary No. ... Date: 10.08.2023

Dated: 21/08/2023

NOTICE

In continuation to notice No. IIT(BHU)/GAD/3(7)/Tel. Remb./Gen./7056 dated 09.08.2018, this is to be informed that the reimbursement of telephone expenses of faculty/non-faculty members, which is being presently made once in two months, shall now made on annual basis for period from January to December.

Further, other Terms and Conditions of reimbursement mentioned in para B(6) of revised guidelines for utilization of Cumulative Professional Development Allowance (CPDA) circulated vide letter No. IIT(BHU)/FA/CPDA/16063 dated 24.02.2016 shall remain unchanged.

All concerned are requested to submit their reimbursement claim on annual basis (For January to December) in the month of January of the following year. The person superannuating may submit the same in the month of superannuation.

This issues with the approval of the Competent Authority.

Kavi Kumar

Assistant Registrar (GAD)

Ref. No. IIT(BHU)/GAD/3(7)/Tel. Remb./Gen./13191

Date: 10.08.2023

Copy forwarded to the following for information and necessary action:

1. All the Deans
2. All the Associate Deans
3. All the Heads of Departments/Coordinators of Schools
4. The Chairman, Web Management & E-mail Services Committee – With a request to upload the notice on the Institute's website.
5. All faculty members of the Institute through respective Heads/Coordinators
6. All the Joint Registrars
7. All the Deputy Registrars
8. All the Assistant Registrars
9. P.S. to the Director
10. P.A. to the Registrar

Indian Institute of Technology (Banaras Hindu University).

Kavi Kumar

Assistant Registrar (GAD)

