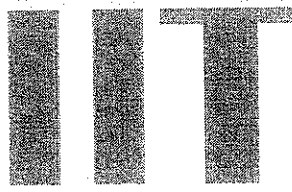




भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

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कुलसचिव कार्यालय
(प्रशासन)

Office of the Registrar
(Administration)

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

6039

Date-16.07.2018

NOTICE

Subject: Reimbursement of Mobile charges for the Heads of the Departments/Coordinators of the Schools of the Institute.

This is to convey approval of the Director for reimbursement of Mobile charges to the Heads of the Departments/Coordinators of the Schools upto a monthly ceiling of ₹1500/- with immediate effect.

The reimbursement may be made in the following manner:

1. Aforesaid officials will submit an undertaking that they will not claim telephone/mobile bill's reimbursement from CPDA account till they occupy the administrative position.
2. The reimbursement will be made once in two months, Claim should normally be submitted in the Accounts Section in the months of April (for the bills of February and March), June (for April and May), and so on.
3. The reimbursement will be allowed on such mobile/landline phones, which are installed in the claimant's name.

The Reimbursement of Mobile/Telephone bills will be met out of "Plan-OH-31(recurring) -Telephone Expenses Grant".

Assistant Registrar (Admin.)-II-GAD

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

6039

Date-16.07.2018

Copy forwarded to the following for information and necessary action:

1. All the Deans.
2. All the Head of Departments/Coordinator of Schools.
3. The Chairman, Web Management & E-mail Services Committee
4. The Joint Chief Proctor
5. The Joint Registrar (Admin)-I
6. The Deputy Registrar (Accounts)
7. The Assistant Registrar, (Accounts)-I
8. The Assistant Registrar, (Accounts-Budget)
9. P.S. to the Director

Indian Institute of Technology (BHU).

Assistant Registrar (Admin.)-II-GAD