राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology, Rourkela
स्थापना कार्यालय
Establishment Office

No. NITR/ES/2015/M/ 1208

Date: 07.07.2015

CIRCULAR

Our Institute Automation Cell has already developed a link for automated processing of **"Reimbursement of Telephone Expenses"**. All concerned are requested to process their claims through the link. Offline claims will not be processed. All those who have already submitted their claims in paper are also required to resubmit their claims online.

The steps to be followed to reach the "Claim for Telephone Expenses" is as follows:-

- Go to http://nitrkl.ac.in
- Click on Faculty & Staff → Reach the Administration → HR and Payroll
- Login Mode: Employee
- Username : Employee Code
- Password : As set by you
- Employee Details → Claim for Telephone Expenses

For any further clarification, please contact Automation Cell / Establishment Office.

कुलसचिव
Registrar

Copy to:

1. All Deans / Chief Warden / HODs / HOCs / HOOs
2. Dy. Registrar (FA) for necessary action.
3. Secy. to Director
4. HR File

राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology, Rourkela

No.NITR/2013/RG/M/ 526 Dt.07.01.2013

CICULAR

Sub: Reimbursement of Telephone Expenses.
Ref: No.NITR/RG/ BOG-32/2012/ 493, Dt. 02.01.2013.

With reference to the above circular the format for reimbursement of telephone expenses is enclosed, which is required to be submitted twice a year i.e. January – June and July – December.

REGISTRAR

Encl: As above.

Copy to:

1. All Deans/ HOD's/HOOs.
2. Chief Warden
3. Dy. Registrar (F&A)
4. Asst. Registrar: Estt./ F.A/AC/ Exam./P & W/ IA/ SRICCE.
5. Security Officer.
6. Secretary to Director.

P.T.O. →

NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA

FORM – ES / 12 **FORM FOR CLAIMING REIMBURSEMENT OF TELEPHONE EXPENSES**

No. – NITR/..... Date – ..... /..... /20.....

Name – Dr./Mr./Ms. ..... Emp. Code– .....

Department – ..... Designation – ..... Gr. Pay – Rs. .....

1. Period of Claim - ☐ January-June, 20 ..... ☐ July-December, 20.....

   ☐ Any Other – (....., 20..... To ....., 20.....)

2. 1st Mobile Number (Mandatory) - ☐☐☐☐☐☐☐☐☐☐

3. 2nd Mobile Number - ☐☐☐☐☐☐☐☐☐☐

4. PSTN Phone Number (BSNL/Others) - ☐☐☐☐☐☐☐☐☐☐

5. Whether using Broad Band / Mobile Data Service for Internet - ☐ Yes ☐ No

6. Certification :-

   I hereby certify that during above period, I have spent a total sum of not less than ₹ .....
   (Rupees .....only) towards Mobile / PSTN / Data Services for internet.

   [Note – No Vouchers/Receipts/Documents need to be attached in support of expenditure]

Forwarded [to Finance & Accounts office].

Signature of the HOD/HOC

Signature of the Employee

APPROVED LIMITS FOR VARIOUS CATEGORY OF EMPLOYEES

[Ref. – Circular No. - NITR/BOG-32/2012/493, dated – 02/01/2013]

Category of Employees	Half Yearly Limit*
Deans & Chief Warden	₹ 7,500/-
Registrar	₹ 7,500/-
HOD (TP)	₹ 7,500/-
Faculty and Officers	₹ 3,000/-
Secretary to Director & Secretary to Registrar	₹ 3,000/-
Manager (Guest House)	₹ 3,000/-
TAs posted in Estate Office	₹ 3,000/-

* **Every employee is eligible for only one reimbursement (highest of all entitlements) irrespective of number of assignments/charges/posts held.**