राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि०प्र०) – 177 005 (भारत)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
(An Institute of National Importance under Ministry of HRD)

{OFFICE OF REGISTRAR}

OFFICE ORDER

Pursuant to the approval of Competent Authority and in continuation to earlier Notification No. NIT/HMR/Dean (FW)-226/2019/1121-45 dated 24/01/2019, the below mentioned list of Institute Functionaries and Employees of the Institute having public dealing is hereby circulated for reimbursement of Telephone/Mobile Charges on the prescribed format (as Annexure "I") and the same will be effective from the date of notification of decision **i.e. 24/01/2019**.

Sl. No.	Designation	Ceiling Amount
3.	Deputy Registrar(s), Assistant Registrar(s), Security Officer or any other officer associated with essential services such as All Associate Dean(s), Nodal Officer(s)-Legal; Grievances, Advisor (E&H),Associate Nodal Officer (Legal), Chairman (SPGC/SUGC), Medical Officer, Assistant Librarian- In charge Central Library, Chief Warden (Hostels),Warden(s), Assistant Warden(s), All Faculty Incharge(s) , All Assistant Faculty Incharge(s), In-charge Computer Centre, Assistant Engineer(s) and Workshop Superintendent.	Rs. 800/- per month + taxes as applicable.
4.	Other Administrative/Secretarial Staff associated with essential services such as Personal Secretary to the Director, Personal Assistant to the Director, Attendant (O/o Director), Personal Assistant to the Registrar, Attendant (O/o Registrar), Ministerial (Secretarial) Staff under O/o F.I. (Transport), All Regular Driver(s), Ministerial (Secretarial) Staff under O/o Dean (SW), Ministerial (Secretarial) Staff under O/o F.I. (T&P) and Ministerial (Secretarial) Staff under O/o CW(Hostels).	Rs. 400/- per month + taxes as applicable.

REGISTRAR 19.02.19
NIT HAMRIPUR (HP)

No NIT/HMR/Dean (FW)-226/2019/ 2302-25
Dated: 19-2-2019

Copy to:-

1. All Deans- for information and to circulation among respective Associate Deans.
2. All HoDs/HoCs -for information and circulation among the faculty/staff.
3. All Faculty In charges- for information and circulation to among respective Assistant Faculty In charges.
4. Nodal Officer(s)-Legal; Grievances and Associate Nodal Officer (Legal)-for information.
5. Medical Officer/Assistant Librarian In charge Central library- for information.
6. Chief Warden (H)-for information and to circulate to among the Wardens and Assistant Wardens.
7. Chairman (SPGC/SUGC)-for information.
8. Advisor (E&H) and Assistant Engineer(s)-for information.
9. Deputy Registrar (A&W)-for information and necessary action.
10. Deputy Registrar (A&ES) and All Assistant Registrars-for information.
11. FI (CC)-for displaying the above reimbursement format on the Institute website.
12. PS to Director for kind information to Director please.
13. PA to Registrar for putting it in guard file.
14. EA (M) –for appropriate action.

REGISTRAR
NIT HAMRIPUR (HP)

AFI (website)
20.02.2019

Mr. Jagdish
Please upload inside Notices
20/02/19

Annexure "I"

राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
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{Establishment & Services Section}

Telephone Charges Reimbursement for the Financial Year _____
(To be submitted Tri-Monthly)

Name of Faculty/Officer			
Designation & Department			
Employee Code			
Pay Level & Pay Cell			
Mobile Phone-I	Declared User No.		
Mobile Phone-I	Declared User No.		
Landline Telephone	Declared User No.		
Please enclose original bills and receipts for reimbursement.			
Months	Amount in Sim-1	Amount in Sim-2	Amount for landline
April-June			
July- September			
October- December			
January- March			
Total			
Grand Total as claimed : _____ As per admissibility : _____			
Total submitted reimbursement amount			
Bank Account No.			
Name & Address of Bank			

I hereby declare that the information filed by me is correct and true to the best of my knowledge and belief. Please reimburse the amount against enclosed bills to me.

Date_____ Signature of Claimant.

Verification by concerned HOD/HOC/HOS: Above entries are verified and recommended for reimbursement.

Signature

Pre audited of the Bills in Audit Section.

Bill Passed for Rs. _____ (in words_____)

Dealing hand Sr. Supdt. AR (Audit)

Passing of Bills for reimbursement by Account Section.

Bill Passed for Rs. _____ (in words_____)

Dealing hand Sr. Supdt. DR (A&W)