

विश्वभारती
VISVA-BHARATI



OFFICE ORDER

Sub : Reimbursement of telephone expenses

The undersigned is directed to convey that the Upacharya, on the basis of the recommendations made on 06/03/2021 by the Committee duly constituted by the University in line with the Office Memorandum issued by Ministry of Finance, Department of Expenditure, Govt. of India, New Delhi vide F.No.24(3)/E.Coord/2018 dated 26.03.2018, has been pleased to approve reimbursement of charges of residential telephone/mobile phone/broadband/mobile data/data card to the following categories of officials of the University as per the rates specified against each column with effect from 01.04.2020.


Sl. No.	Designation	Limit on reimbursement
1.	Pro-Vice-Chancellor, Librarian, Registrar, Finance Officer, Directors, Principals (other than schools) and Proctor	Rs. 2,700/- per month + taxes as applicable
2.	Joint Registrars/Deputy Registrars & equivalent, Chief Medical Officer, Principals of Schools, University Engineer, Chief Security Officer	Rs. 2,250/- per month + taxes as applicable
3.	Assistant Registrars, Estate Officer, Deputy Managers (GV), Assistant Engineers, Programme Officer, REC (Restricted to 50% of Group 'A' Officers below the rank of Deputy Registrar and equivalent)	Rs. 1,200/- per month + taxes as applicable

The amount shall be reimbursed by the Accounts Section on submission of bills/receipt by the concerned officer.

The competent authority of the University may consider providing office telephones with STD facilities to offices or entitled official(s) of the University depending on their functional requirements and in that case the facility will not be given in a routine manner but extreme caution and austerity will be exercised in terms of the Clause No.1(1.1) and 1(1.4) of the O.M. referred to the above.

This is issued in supersession of earlier order vide No. G/T-3.1/463 dated 03/07/2012.

Memo No. G/T3.1/ 2030
Date : 08.03.2021


Registrar (Acting)
Visva-Bharati
Registrar (Acting)
Visva-Bharati

Copy to:

1. All Directors/Adhyaksha of Bhavanas/Vibhagas, Visva-Bharati
2. All Heads of Academic and Administrative Offices, Visva-Bharati
3. Finance Officer (Acting), Visva-Bharati
4. Joint Registrar (Accounts) (Acting), Visva-Bharati
5. Deputy Registrar & C.S. to Vice-Chancellor, Visva-Bharati
6. Internal Audit Officer (Acting), Visva-Bharati
- ✓ 7. In-Charge, Computer Centre, Visva-Bharati – to upload it in the University Website
8. Section Officer (Administration)
9. P.A. to Registrar, Visva-Bharati