



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)
लौंगोवाल, जिला-संगरूर, पंजाब - 148106
Sant Longowal Institute of Engineering & Technology
(Deemed to be-University under Ministry of Human Resource Development, Government of India)
Longowal, Distt. Sangrur, Punjab-148106

संदर्भ सं/ Ref.No. SLIET/Admn/14526-32

दिनांक / Date: 15/09/2020

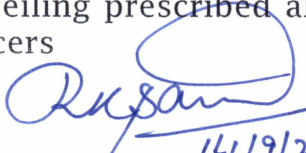
OFFICE ORDER

Consequent upon approval of Board of Management vide Resolution No. 36.13 of 36th meeting regarding reimbursement of Telephone/Mobile Phone/ Broadband/Mobile Data/Data Card expenses to Group 'A' Officers as per Ministry of Finance, Department of Expenditure, GOI, Office Memorandum No. 24(3)/E.Coord-2018 dated 26th March, 2018, the following Officers/Officials are entitled for reimbursement of Telephone Expenses (as referred above) as under:-

Name of the Post	Monthly Reimbursement	Remarks, if any
Director	Rs. 4200.00 plus taxes	-----
Registrar	Rs. 2700.00 plus taxes	-----
Deputy Registrar & Equivalent	Rs. 2250.00 plus taxes	-----
Assistant Registrar/ AAO/ Estate Officer/ Medical Officer and Equivalent	Rs. 1200.00 plus taxes	Below Dy. Registrar & equivalent restricted to 25% of sanctioned strength of Group A Officers.

The amount shall be reimbursed on submission of bills/receipts by the concerned officers/officials of the Institute as per following guidelines:-

1. Officers are at liberty to choose the service provider and the tariff package for residential landline/mobile phones.
2. No SIM/Data-Card will be provided by the Institute.
3. There will be no separate ceiling for the landline/mobile/broadband/mobile data/data card. The amount reimbursable will cover landline and/ or mobile/broadband/mobile data/data card connection and shall be limited to the ceiling prescribed or as per actuals whichever is lower. Call charges over and above the ceiling prescribed along with taxes thereon shall be paid by the officers


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4. In case where husband and wife are sharing same residential landline telephone and both are entitled for reimbursement, only one of them will be allowed reimbursement against the residential landline telephone. The claim for mobile phone charges shall be treated separately for each of the officer subject to the entitled ceiling.
5. Reimbursement of mobile will be restricted to the officers in whose name the mobile connection is registered.
6. Telephone reimbursement will not be admissible in cases of Leave (of any nature) and trainings which are for more than one calendar month (s).

This orders shall effective from the date of Meeting of the BoM i.e., 22.06.2020.

This bears the approval of the Competent Authority dated 10.09.2020.


Registrar 14/9/2020

Copy to :-

- 01 Director for kind information.
- 02 All Deans/HODs/Section In-charges
- 03 Deputy Registrar (A&A)
- 04 Faculty In-charge (ACSS) - with the request to upload on the Institute website.
- 05 File copy.