

# INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

## **REIMBURSEMENT OF COMMUNICATION CHARGES**

(As per Notifications dated 19 September 2016 and 25 April 2017)

S. No.	Employees	Ceiling Amount (per month)
1.	Faculty and Officers with GP of Rs. 10,000/- or Consolidated Remuneration of Rs. 1,10,000/- or more.	Rs. 1,400/- per month
2.	Faculty and Officers with GP of Rs. 7,600/- or Consolidated Remuneration of Rs. 80,000/- or more.	Rs. 1,100/- per month
3.	Faculty and Officers with GP of Rs. 5,400/- or Consolidated Remuneration of Rs. 60,000/- or more.	Rs. 800/- per month

The above reimbursement will be effected from the month of August, 2016, subject to the following conditions:

- a) The amount will be reimbursed with prescribed ceiling on submission of bill/ invoice and receipt of payment by the applicant, for land-line & mobile phones.
- b) For pre-paid payment, the least amount between receipt and bill shall be counted for the month of the corresponding date of the document.
- c) Expenses for use of broad band or any form of internet use by faculty, if justified, may be charged to their PDA/CPDA or R&D projects.
- d) The reimbursement will be allowed for phones registered in the claimant's name and at his/ her official/ residential address. There is no restriction in number or kind of connection.
- e) No telephone instrument or connection is to be provided by the Institute on this account.
- f) Reimbursement claims shall be submitted atleast once in every six months, and claims older than nine months should not be included in any reimbursement application. No claim should be from an earlier date than the latest bill in the previous application.
- g) Employees mentioned above on any kind of long-leave, in or outside India, will not be entitled for reimbursement for the period of their leave.
- h) Maximum ceiling of reimbursement on communication charges for all faculty members carrying substantial responsibility of administration or committee work (e.g., Deans, Wardens, Placement Committee, etc) will be double the amount of the entitlement in general norms. The same is also applicable to non-faculty officers that hold responsibilities requiring substantial communications. The Director will decide all such responsibilities from time to time for which this enhanced rate will be applicable.

- i) The responsibilities that require even higher costs on communications, the Director may permit such faculty/ officers to charge their communication bills as per actuals.
- j) The faculty may also need substantial communication expenses for their research and professional activities and they are expected to charge those to their CPDA/PDA or research/ consulting grants.