

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029

F.No.20-8/2007-Estt.I

Dated: 25 MAY 2018

MEMORANDUM

Subject: Provision of telephone facilities and reimbursements to officers at their residence - guidelines regarding.

In pursuance of the Ministry of Finance, Department of Expenditure, vide order F. No.24(3)/E.Coord/2018 dated 26th March, 2018 on the above subject, the applicability of the provision of the said order has been considered by the Competent Authority of the Institute and it has been decided that the provision contained in the aforesaid OM shall equally applicable to the employee of the Institute. Accordingly, it has been decided that the amount of reimbursement of telephone call charges of residential telephone/mobile phone/broadband/mobile data/data card shall be as per entitlement/level as per 7th CPC, in accordance with aforesaid OM are as under:

S. No.	Level of Officers	Ceiling amount revised
1.	Level-17	Rs.4200/-
2.	Level-15	Rs.3000/-
3.	Level-14, 14(A)	Rs.2700/-+ tax per month
4.	Level-13, 13(A-1), 13(A-2) & 12	Rs.2250/-+ tax per month
5	Level-11 & 10	Rs.1200/-+ tax per month

The terms of condition in respect of above are as under:

- No SIM/ data-card will be provided by office
- 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 actual whichever is lower. Call charges over and above the ceiling prescribed along with taxes thereon shall be paid by the officers.
- The amount shall be reimbursed on submission of bills/receipt by the concerned officer. Officers are at liberty to choose the service provider and the tariff/package for residential landline/mobile phones.

- In case where husband and wife are sharing the 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 for the officer subject to the entitled ceiling.

Mr. Sanjiv/Amr
pls upload on AIMS website.

P.T.O.

28/5/18

- Reimbursement for mobile will be restricted to the officer in whose name the mobile connection is registered.
- Telephone reimbursement will not be admissible in cases of Leave (on any nature) and trainings which are for more than one calendar month(s).


24/5/18

(B.S.GILL)

ADMINISTRATIVE OFFICER

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