



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला

National Institute of Technology, Rourkela

No.NITR/RG/BOG-32/2012/ 493

Dt. 02.01.2013

Sub: Policy on reimbursement of telephone expenses to faculty, officers and staff.

The undersigned is directed to convey the approval of the BOG vide resolution No. BOG-32(2012)-07, dt.18.12.2012 that on the recommendation of the Finance Committee vide resolution No. F.C-21(2012)-05, dt.18.12.2012, BOG approved Policy on reimbursement of telephone expenses to faculty, officers and staff as given below:

The Institute normally reimburses expenditure made by faculty and officers on official business towards telephone calls related to official business. Telephone sets have been provided to faculty and officers at home. In several instances mobile sets have also been provided to officers and staff.

Several piece meal sanctions have been issued from time to time in this regard. Some difficulties are being faced in implementation of these orders and also meeting the demands of the different sections of the community.

The following consolidated proposal is made for approval of the BOG.

A. Reimbursement of Telephone expenses:

Sl. No.	Category of Staff	Present practice	Proposed practice	Reason for change
1.	All faculty and officers	Rs.500/- p.m. through intercom phones	Rs.500/- p.m. paid with salary without insisting on accounts	i) Cost of accounting. ii) Faculty use mobiles more than intercom
**2.	Director	As per actual	As per actual	No change
3.	Deans & Chief Warden	Rs.1250/-(land line +mobile)	Rs.1250/-	*
**4.	Registrar	Rs.1200/- Mobile	Rs.1250/-	
5.	HOD, TP	Rs.1200/-	Rs.1250/-	*
6.	Security Officer	Rs.750/-	Rs.500/-	No change
7.	Secretary to Director & secretary to Registrar	Rs.500/-	Rs.500/-	No change
8.	Manager, Guest House	None	Rs.500/-	New assignment
9.	TAs posted in Estate	Rs.500/-	Rs.500/-	No change
10	Drivers including contract drivers	Rs.200/-	Rs.200/-	No change

* The reimbursement of telephone will include mobile/data card/ land line telephone at residence. The telephone charges for the telephone provided in the office will be paid by the Institute. The reimbursement will be made half yearly. All employees are required to submit statement of expenditure in the prescribed format half yearly.

** The desks and residences of Director and Registrar will be provided with intercom and P&T phones for which all charges will be borne by the Institute.

- The telephone reimbursement will cover calls made to and from Mobile phone including roaming charges at residence phone. Employees receiving this reimbursement must submit their personal phone numbers (Mobile and residence) to the Institute, and they will be included in the official communication directory.
- When an individual has multiple responsibilities, the higher of the two amounts will be applicable.
- In order to save on administrative expenses, details of phone calls and receipts will be required to be submitted.
- The reimbursement amount will simply be paid along with the salary bill.
- Officers are expected to meet minor additional expenses occasionally made beyond the amount sanctioned. However, when a job demands phone calls well beyond the sanctioned amount, Director may approve "actual expenditure" over a 6 month period after examining details of expenditure submitted by the officer over at least one month.
- Reimbursement of telephone expenses to additional personnel may be approved by Director after satisfying himself about the excess expenditure made by the employee, after examining complete details of official calls.

B. Phone sets

Today intercom phone sets are procured and maintained by the institute. This is requiring significant maintenance effort, storage and accounting cost. To reduce this cost the institute is slowly adopting featureless phone sets, which is reducing the quality of life of our faculty and staff.

In view of the above, the following is approved.

- All phones in official premises will be purchased and maintained by the Institute.
- All residential analog phones will be bought and maintained by the resident except Director and Registrar.
- All existing phone sets in residences will continue to be there, but will not be maintained any more by the Institute.
- SIP phones will be supplied and maintained by the Institute for the present. The issue will be reviewed after 2 years.
- Internet connection to faculty and officers will be provided at residence against the present charge of Rs. 50/- per month.
- Analog phone lines are being connected to all G and F type houses. Internet connection will be made available on request at the same charge.
- All officers and staff are expected to possess their own mobile phone sets. Existing phone sets given to officers at present will continue to remain with them as long as they are handling the responsibilities. On retirement, resignation or otherwise relinquishing the post, the phone sets will be used by other officers as per decision of Director as long as the phone sets are functional. Maintenance of phone sets, self owned or institute owned, will be the responsibility of the officers using them.

C. Special Points:

- In case of sponsored projects with approved collaborators, an additional amount of Rs.500/- per month may be paid to PI from his FDF account. If explicitly approved by the sponsors it may be claimed from the consumable head of the project, instead of the FDF.
- To give incentive to faculty to get more sponsored project PIs of Projects may be reimbursed 80% of cost of mobile phone including I-Phones and similar gadgets from their FDF if (a) the phone sets are procured from dealers/distributors of the product, and (b) the set costs at least Rs.5000/-.

This will be implemented w.e.f. 1st January, 2013.

This issues with approval of the competent authority.



Registrar and Secretary,
BOG, NIT Rourkela

Copy to:

1. All Dean's/ Chief Warden/HOD's.
2. PIC – Telephone to please deduct telephone expenses provided at the residence of faculty, officers and staff members every month except Director and Registrar.
3. Dy. Registrar (F&A)
4. Executive Engineering (EM)
5. Asst. Registrar: Estt./ F & A/ Academic/ Exam./ IA / P&W/ SRICCE.
6. Security Officer. Establishment Section/ BOG file.
7. Secretary to Director.