



भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
प्रशासन अनुभाग
ADMINISTRATION SECTION

No. Estt./OO/2021/IITK/ 504
Date: July 20, 2021

OFFICE ORDER

Subject: Reimbursement of newspaper purchase supplied to officers and faculty members at their residence.

Reference: 1- Note of approval dated 15.07.2021.

2- Department of Expenditure, Office Memorandum No. 25(12)/E. Coord-2018 dated 03.04.2018.

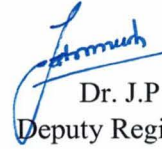
The Competent Authority has approved reimbursement of newspaper bill as per guidelines issued by Department of Expenditure, Ministry of Finance, vide Office Memorandum No. 25(12)/E. Coord-2018 dated 03.04.2018.

The table showing entitlement and limit of reimbursement is given below: -

S. No.	Level / Designation	Limit on reimbursement to be made per month (In Rs.)
1	Director, IIT Kanpur	As per actuals
2	Level 15 (HAG)	Rs. 1,100/-
3	Level 14 A and Level 14	Rs. 850/-
4	Level 13 A2, Level 13 A1, Level 13 A, Level 13, Level 12, Level 11, Level 10	Rs. 500/-

Reimbursement will be made by Finance and Account Section on receipt of filled in attached certificate duly signed by the claimant employee to the effect that expenditure has been incurred by the officer/faculty member on half yearly basis. This Order will be effective from 1st July 2021.

This issues with the approval of the Competent Authority.

 20/7/2021
Dr. J.P. Deshmukh
Deputy Registrar (Admin)

xc:

- 1- Director
- 2- Deputy Director
- 3- Registrar
- 4- Officer In charge, Finance and Account Section
- 5- officers@lists.iitk.ac.in
- 6- Web master
- 7- File – allowance and office order

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Certificate with respect to reimbursement of Newspaper

Statement to be furnished on half-yearly basis by the Officers/Faculty Members to Finance and Accounts Section.

Name of the Applicant: _____

Personal File No.: _____

Designation: _____

Department: _____

Pay Level & Basic Pay (Rs.): _____

I certify that I have spent Rs. _____ towards purchase of Newspaper(s) for the months of:

(i) Jan-June, 20____

OR

(ii) July-December, 20____

[only one option is to be ticked]

I further declare that: (i) The Newspaper (s) in respect of which reimbursement is claimed, is/are purchased by me. (ii) The amount for which reimbursement is being claimed has actually been paid by me and has not/will not be claimed by any other source.

Date: _____

Signature: _____

Name: _____