



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(An Institute of National Importance)

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No./NITRR/Estt./2023/907

Raipur, Dated 19/07/2023

OFFICE ORDER

Subject: Reimbursement of Newspaper purchased/supplied to faculty/ officers at their residence-guidelines reg.

It is hereby informed that the Ministry of Finance, Department of Expenditure's Order no. 25(12)E Coord-2018 dated 3rd April, 2018 on the above subject, will be applicable for the Institute and amount of reimbursement of newspaper purchased/supplied to Faculty/Officers of the Institute at their residence, as per their entitlement/level as per 7th cpc in accordance with aforesaid OM are as below and the same will be reimbursed:

| S. No. | Level of Faculty/Officers as per Pay Matrix of 7 th CPC | Reimbursement to be made per month (in Rs.) |
|--------|--|---|
| 1. | Level- 17 | As per actual |
| 2. | Level- 15 to16 | Rs. 1,100/- |
| 3. | Level- 14 &14A | Rs. 850/- |
| 4. | Level- 8 to13, 13A1 & 13A2 | Rs. 500/- |

A certificate as per the Annexure A, to the effect that expenditure has been incurred on newspaper shall be provided by the officers on half- yearly basis to the Finance & Account Section for reimbursement. This order will be effective from the date of issue of this order. This issues with the approval of the Director NIT Raipur.

Encloser: A Certificate as per Annexure 'A'.

Ajain
19/7/23
Joint Registrar
NIT Raipur

Copy to:

1. The Director, NIT Raipur
2. Dean (FW).
3. The Registrar.
4. Deputy Registrar (F&A).
5. All regular employee (above Pay Level-7).
6. Establishment Section.
7. Webmaster for uploading Institute Website.

Annexure A

(Statement to be furnished on half- yearly basis by the NIT Staff)

Name of Applicant: _____

Designation: _____

Department: _____

Pay Level & Basic Pay (Rs.): _____

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

- 1. January to June 20....
- or
- 2. July to 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:.....