



DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College Of Engineering)
Govt. of NCT of Delhi

Shahbad Daulatpur, Bawana Road, Delhi 110 042
Tel : +91-11-2729 4673, e-mail : ga@dtu.ac.in

File No. DTU/G.A./95/418/2018-19/205

Dated: 8. Sep 2018

OFFICE ORDER

Sub: Reimbursement of monthly bills in respect of Mobile Phones, internet, Residential Phones, Newspapers and Magazines to the entitled Officers.

Board of Management in its 28th Meeting held on 20.07.2018 vide Agenda No. 28.16 decided as under:-

“The Board of Management considered the proposal and decided that a lump sum amount per month towards reimbursement of Mobile Phones, internet, Residential Phones, Newspapers & Magazines hospitality may be given to the eligible officers with their salary. The Board of Management further authorized Vice-Chancellor to decide the limit to all officers/officials from time to time for such reimbursement.”

The procedure to be followed to implement the decision taken by the Board of Management is as under:-

1. The reimbursement in respect of Mobile Phones, internet, Residential Phones, Newspapers and Magazines to the eligible officers and others will be made as per entitlement issued by G.A. Branch. For this purpose a utilization certificate from all the eligible officers and others is required to be obtained once in a year (in January every year) indicating the expenditure incurred for the purpose as per format enclosed.
2. On the basis of the utilization certificates given by the Officers, the G.A Branch will issue an order detailing therein the amount to be reimbursed to the eligible officers once in a year. The copy of this order will be sent to the Accounts Branch for preparation of bill and payment to the eligible officers and others.
3. In case of any officer being transferred or divested of the charge where he is not entitled for above reimbursements, the Estt. Branch/G.A. Branch will inform the same to the Accounts Branch so that the said amount is stopped from reimbursement to such an officer from the said date.

(Prof. Samsheer)
Registrar



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Utilization Certificate

FOR REIMBURSEMENT OF MONTHLY BILLS IN RESPECT OF MOBILE PHONES (INTERNET/RESIDENTIAL PHONES)/NEWSPAPER AND MAGAZINES

(Statement to be furnished on yearly basis by the officers of the University to General Administrative Branch)

Name of the Applicant : _____
Designation (Entitlement) : _____
Department : _____
Pay Level & Basic Pay (Rs) : _____
Mobile No. : _____

I certify that I have spent Rs _____ (Rupees _____
_____) towards purchase/expended of Mobile Phones (Internet and Residential Phones)/Monthly Newspapers/Magazines.

I further declare that:-

- (i) The Newspapers/Magazines/Internet usage/Calls in respect of which reimbursement is claimed, is/are purchased by me.
- (ii) The amount of 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 : _____