

From

The Comptroller
Lala Lajpat Rai University of Veterinary & Animal Sciences
Hisar

To

All Deans/Directors/Officers/Heads of Departments/Offices
(Including outstations)
Lala Lajpat Rai University of Veterinary and Animal Sciences
Hisar

Memo No. CVU/LUVAS/IF/2024/2091-2135
Dated: 18/6/24

Sub: Reimbursement of mobile phone charges to various functionaries/staff of the University.

Earlier for smooth functioning of the University, the competent authority had approved reimbursement for mobile phone charges to various functionaries/staff of the University keeping in view the nature of their duty subject to a maximum of Rs. 700/-, Rs. 500/- and Rs. 300/- monthly.

Now, the above matter has been reconsidered by the worthy Vice-Chancellor and has ordered that mobile charges to various functionaries/staff will be provided **on submission of bills/receipts subject to annual limit** as mentioned below:

Sr. No.	Category	Annual limit in the FY for reimbursement
1.	Officers	Rs. 8400/- (Rs. 700x12)
2.	HODs, Office In-Charges etc.	Rs. 6000/- (Rs. 500x12)
3.	Dy. Registrar, Assistant Registrar etc.	Rs. 3600/- (Rs. 300x12)

Apart from this, the following conditions will also apply:

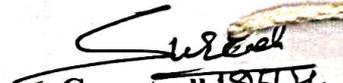
1. It will be undertaken by the concerned staff that mobile connection is registered in his/her name. Further, it will be restricted to one mobile connection only.
2. In case of post-paid bill, self-certified bill and receipt should be enclosed with the claim. Security deposit for taking connection and late payment penalty are not reimbursable.
3. In case of prepaid connection, online generated receipts/bills/self-certified copy of message or any other relevant document etc should be enclosed with the claim indicating period/duration of recharge and amount paid. If details are not available on the receipt, a

self-declaration indicating the duration of recharge, date of transaction, amount paid etc. should be made by the employee on the online receipt generated after the transaction.

4. The reimbursement will be admissible to the employees working on regular and deputation basis only.
5. Telephone reimbursement register should be maintained by the concerned Department/Office in the following format: -

Name and Designation of the employee:					
Mobile No. :					
Annual Limit in the FY _____ for reimbursement:					
Sr. No.	Period of Recharge	Amount of Reimbursement (Rs.)	Balance Amount (Rs.)	Signature of DDO	
1.					
2.					
3.					

The modified instructions will be applicable w.e.f. 01.04.2024. Further action in the matter may please be taken accordingly. This may be brought to the notice of all concerned working under your kind control for strict compliance.


Comptroller 18/5/24

Copy to:

1. Secretary to Vice-Chancellor, LUVAS, Hisar
2. Joint Director (Audit), LUVAS, Hisar
3. Dr. Dinesh Mittal, Incharge, University website, LUVAS, Hisar for uploading on the website of LUVAS
4. Dr. Gaurav Charaya, Social Media Champion, LUVAS, Hisar
5. P.S. to Comptroller, LUVAS, Hisar