



No. Accounts/Tele. Reimburse/2024-25

Dated: 10 JUN 2024

CIRCULAR

Sub: Reimbursement of telephone bills – Revised Pro forma - reg.

Ref: Our circular No.Acco./01/2022-23 dated 07-02-2023.

It is to inform that the eligible employees have been submitting the telephone bills reimbursement more than 6 months period at a time instead of 6 months period as mentioned below. Hence, the employees concerned are informed again to submit the bills in month-wise order for each 6 month period for easy and quick processing as follows every year as per revised proforma w.e.f the financial year 2024-25 onwards.

1. January to June
2. July to December

Note : The application for reimbursement of other than above period will be returned henceforth.

The other terms & conditions mentioned vide reference remains same.

10-6-24
SENIOR ACCOUNTS OFFICER

Senior Accounts Officer
JIPMER, Puducherry.

To

1. All the Heads of Department/ Sections/ Units of JIPMER.
2. P.S. to Director / M.S. / Dean (Academic/Research) / DD(A) / Dean (Karaikal)
3. P.A. to S.A.O./Sr. ACO/Accounts Officer/ Welfare Officer / Law Officer
4. The Officer In-Charge of IT Wing – Request to upload in JIPMER Website.