

Personnel & Administration Division
(Head Office)

Ref.No.HO/Pers/Estt/35

18th July, 2011

Circular No.1624

Sub: Reimbursement of Internet Charges

Vide Circular No.1601 dated 5.8.2010, employees in Grade-H1 & above have been allowed reimbursement for Internet Charges limited to Rs.200/- (Rupees Two Hundred Only) w.e.f. 1.9.2010 for use of Internet facility at their residence.

Now, it has been decided to extend the facility of reimbursement for Internet Charges limited to Rs.200/- on production of money receipt/bill to all employees w.e.f. 1.8.2011 for use of Internet at their residence. This facility is given with the objective of advancement of education among employees and their school/ college going children.

It has been brought to our notice that no receipt from the Internet service provider is available in case of on-line recharge of the connection. As a result, the employees are facing difficulty in getting the reimbursement. In view of this, it has been decided that the cash receipt provided by the local vendor of the Internet service provider may be accepted for reimbursing the expenditure.

This facility will not be admissible to those employees who have been officially provided Internet facility at residence on job requirement basis.

This issues with the approval of the Competent Authority.



(R.P.Singh)
Director(HR & Legal)

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CC to:

DGM(Coord.), MD's Office

CC to:

President/General Secretary of Recognised Unions/Officers Associations of HO & Mktg. Division/Kalol/ Kandla/Phulpur/Aonla & Paradeep

CEO-ICPL/IKSEZ/IKSL