

# NEIGRIHMS

NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HELATH & MEDICAL SCIENCE, SHILLONG  
(An Autonomous Institute, Ministry of Health & Family Welfare, Government of India)  
Director's Block, P.O. NEIGRIHMS, Mawdiangdiang, Shillong, 793018, Meghalaya.

No.NEIGR-Accts(A)/1/2021/

Dated Shillong, the \_\_\_\_ December 2022.

## CIRCULAR

**Sub : Provision of telephone facilities and reimbursement to officers of Government – guidelines regarding.**

In pursuance of the Institute's Circular No.NEIGR-Estt-I/21/90/Vol-VII/Pt Dated 31.01.2022 followed by Circulars No.NEIGR-Accts(A)/1/2021 dated 6.5.2022 and No.NEIGR-Estt-I/14/2022/ Dated 4.7.2022 on the above subject, the following guidelines are issued for guidance and compliance by all entitled faculty / doctors / officers of the Institute :

1. Reimbursement claim for telephone and / or mobile/broadband/mobile data/data card are required to be submitted along with bills / receipt. Please note that officers submitting claims supported with payment receipts instead of bills should ensure that they submit proper receipts containing subscriber's details.
2. Officers desiring to claim reimbursement for all charges i.e. telephone/mobile phone/broadband/mobile data/data card may do so by submitting all claims of any particular month in 1 (one) application only in the prescribed format attached herewith duly supported with bills/receipts.
3. Officers who have not yet claimed any reimbursement for the period from January 2022 till date are advised to submit the same latest by 30<sup>th</sup> December 2022 as no backlog claims in the future will be accepted and telephone allowance paid to faculty members, etc. w.e.f. January 2022 – April 2022 will be adjusted from their current reimbursement claims.
4. Reimbursements are to be claimed & submitted on monthly basis and henceforth the last date for receipt of monthly reimbursement claim in Accounts Section is 15<sup>th</sup> of every month. If this last date fixed happens to fall on Saturday / Sunday / Holiday, then the next working will be the last date for submission of claim. Claims received after the last date will get carried over to the next month for necessary processing for payment.

This issues with the approval of the Director.

Deputy Financial Adviser  
NEIGRIHMS

Dated Shillong, the 13<sup>th</sup> December 2022.

Memo No.NEIGR-Accts(A)/1/2021/

**DISTRIBUTION to:** All HOD/ HOD I/c / Sectional Head / Unit Head at NEIGRIHMS, Shillong for kind information and wide circulation in their respective departments/sections/units.

**Copy to:**

1. PA to Director, NEIGRIHMS for kind information of the Director.
2. PA to Dean, NEIGRIHMS for kind information of the Dean.
3. PA to MS, NEIGRIHMS for kind information of the MS.
4. PS to DD(A), NEIGRIHMS for kind information of the DD(A).
5. PS to DFA, NEIGRIHMS for DFA's office record.
6. PA to Principal, College of Nursing for kind information of the Principal.
7. ✓ Shri. Romanus Lyngdoh for uploading on the Institute's website.
8. Relevant file/office copy.

Deputy Financial Adviser  
NEIGRIHMS

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To

The Deputy Financial Adviser  
NEIGRIHMS  
Mawdiangdiang, Shillong.

Sub : Reimbursement of telephone call charges of residential telephone / mobile phone / broadband / mobile data / data card – submission of claims thereof.

Ref : Institute's Circular No.NEIGR-Estt-I/21/90/Vol-VII/Pt Dated 31.01.2022, No.NEIGR-Accts(A)/1/2021 dated 6.5.2022 and No.NEIGR-Estt-I/14/2022/ Dated 4.7.2022.

Sir/Madam,

With reference to the above administrative circulars on the subject mentioned above and in accordance with the guidelines issued vide Circular-No.NEIGR-Accts(A)/1/2021/ Dated 13.12.22, please find enclosed herewith bill(s) / receipt(s) of payment for residential telephone /mobile phone / broadband / mobile data / data card as per details below for favour of your kind information and necessary action for reimbursement.

Sl. No.	Particular of Claims	Invoice/Bill No.	Telephone/ Mobile/ Broadband No.	Telephone/ Mobile/ Broadband A/c No.	Billing Period / Month	Amount (₹)	Supporting documents (bill/receipt)
1	Residential Telephone						
2	Mobile phone						
3	Broadband						
4	Mobile data						
5	Data card						
					Total (₹)		

Total amount claimed in words (Rupees \_\_\_\_\_ only).

I do hereby declare that I have not and also undertake that I shall not claim reimbursement for the above bills/payments from any other source viz., Projects, etc.

Thanking you.

Yours faithfully,

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Department: \_\_\_\_\_

Dated Shillong,  
The \_\_\_\_\_.

Enclo: As stated above.

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