

**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT****सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत**

No.: SVNIT/Telephone Reim./2025-26

Date: 15.09.2025

CIRCULAR**Subject: Compendium of instruction regarding provision of Telephone facilities and Reimbursement to employees of the institute.**

The rules/procedure for claiming Telephone reimbursement at SVNIT will be as under and will be effective for the claims related to F.Y. 2025-26 & onwards:

1. Ceiling for reimbursement

The maximum ceiling for reimbursement of telephone charges including office/ residential landline/ mobile phone and data card/broadband shall be as under;

Sr.No	Level	Limit on reimbursement per month
1.	Level 15	Rs. 3000/- + taxes as applicable
2.	Level 14	Rs. 2700/- + taxes as applicable
3.	Level 13 & 12	Rs. 2250/- + taxes as applicable
4.	Level 11 & 10 (restricted to 25% of the sanctioned strength of Group 'A' officers subject to functional requirement)	Rs. 1200/- + taxes as applicable

2. Submission Timeline

The reimbursement claim must be submitted **twice in a every financial year** within the stipulated period till the date of bill submission as per below, Claims submitted beyond the prescribed timeline will not be considered. Reimbursement for future/past period will not be admissible.

Sr. No.	Submission Month for a F.Y.	Usage Period
I.	September	March to August
II.	March	September to February

3. Number of Connections Permitted

Maximum of **Two mobile/landline** connections **and one data card** connection are admissible for reimbursement. Splitting of bills for multiple connections for the same period will not be permitted.

4. Documentation Required

The reimbursement claims for prepaid/postpaid/landline/mobile/data card must be supported by the **service provider's Tax Invoice and Payment Receipt**, showing the registered name, number and address of the concerned employee along with name of service provider, period of recharge, taxes etc. Any Tax invoice/receipt in name other than the official concerned will not be considered.

5. Shared Connections

In case where husband and wife both the employee of SVNIT and sharing the same residential landline telephone/mobile, **only one of them eligible** to claim against the residential landline telephone/mobile.

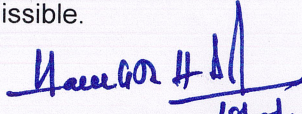
6. Reimbursement Restrictions

Reimbursement will not be admissible in cases of **leave (of any nature) and training (including abroad) which are for more than one calendar month(s)**.

7. Admissible / Non-Admissible Charges

Reimbursement will be considered only for **Voice / SMS / Data services strictly related to official communication**. Charges other than Voice / SMS / Data services (Security Deposit / Family Plan / Global Roaming / Penalty / Late payment / AMC Charge / Installation / Platform service / OTT subscriptions / Entertainment Plan / Other digital services etc.) will not be admissible.

This issues with the approval of the Competent Authority.


REGISTRAR 18/9/25

Encl: Telephone Reimbursement Form



SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
TELEPHONE/DATA CARD REIMBURSEMENT CLAIM FORM

1. Particular of Employee

Employee No.	
Employee Name	
Designation	
Pay Level	
Department/Section	
Bank A/c No & IFSC.	No: IFSC:

2. Type of Service

Official Mobile / Landline No.-I	
Residential Mobile / Landline No.-II	
Data Card / Broadband No.-III	
Period of Claim:	[March to August] / [September to February]

3. Details of Claims

Usage Month	Claim Amount (Rs.)			Total (Rs.) (I+II+III)	Remarks (by A/cs)
	Telephone/Mobile I	Telephone/Mobile II	DataCard/Broadband III		
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
January					
February					
Total (Rs.)					

4. Certification

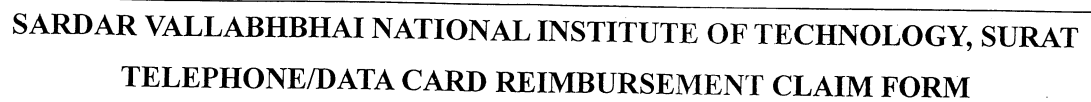
1. The above connections are in my name and I have used for official purpose only.
2. No separate residential/official telephone has been provided to the undersigned by the institute.
3. I have not claimed the above for reimbursement earlier, later or elsewhere.
4. All Tax invoices and Receipts of above are verified, self-attested and enclosed herewith.

Signature of Employee

Signature of HOD/HOS

(FOR ACCOUNT SECTION USE ONLY)

Head of Account	Telephone Reimbursement	
Budget code No.	OH-36.08	
Passed for payment of Rs. (in Figs)		
Passed for payment of Rs. (in words)		
Dealing Asst.	Superintendent	Asst. Registrar
Dy. Registrar (A/cs)	Registrar	Dean / Director



Sr. No.	Name of Service Provider	Tax Invoice No.	Tax Invoice Date	Amount (Rs.)	Page No.
I. Telephone / Mobile					
II. Telephone / Mobile					
III. Data Card / Broadband					
Total (I+II+III)					

Signature of Employee: _____
Name: _____
Designation: _____