



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
Indian Institute of Technology Kharagpur

कार्यालय आदेश सं. / OFFICE ORDER NO. ESTT/ 344 /2018, DATED 18TH JULY, 2018

The undersigned is directed to convey the approval of the Board of Governors at its 189th meeting held on 16.04.2018 conveyed vide Memo No. MS/B-1(189)/2017/2950, dated 02.07.2018 to recover the amount due to (i) irregular reimbursement for road journey performed by private vehicles while availing LTC, and (ii) irregular reimbursement of LTC claims in cases of purchase of air tickets from unauthorized agents by faculty & staff of the Institute for settlement of Audit Paras No. 10.4 and 13.15 of C&AG Report 11 of 2016 respectively.

The recovery shall be made in thirty-six (36) equal instalments from the monthly salary of July, 2018 onwards from the concerned employees.

This is issued with the approval of the Competent Authority.

कुलसचिव/Registrar

To

1. All Deans
2. All Chairmen / Chairpersons / Professors-in-Charge
3. All Heads of Departments/Centres/Schools/Sections/Units
- with a request to bring it to the notice of all concerned faculty and staff members.
4. Chairman, ERP
5. Chairman, HMC
6. President, TSG
7. Deputy Registrar (Accounts)
8. Deputy Registrar (Audit)
9. Secretary to Director
10. Secretary, Deputy Director's office
11. Secretary, Registrar's office
12. Office Order File