



विश्वजीवनामृतं ज्ञानम्

अटल बिहारी वाजपेयी -  
भारतीय सूचना प्रौद्योगिकी एवं प्रबंधन संस्थान, ग्वालियर  
(राष्ट्रीय महत्व का संस्थान, मानव संसाधन विकास मंत्रालय भारत सरकार के तहत)

Atal Bihari Vajpayee-  
Indian Institute of Information Technology & Management, Gwalior  
(An Institute of National Importance under Ministry of HRD, Government of India)

ABV-IIITM/G/Reg./2019/...851

Date...07-08-2019

## Notification

The Competent Authority has approved the reimbursement of RO water purifier annual maintenance charges up to Rs. 5,200/- every financial year on declaration basis. However, employees are advised to keep the Bills/AMC receipts with them which may be produced as and when asked for.

This is issued with the approval of the competent authority.

Registrar

To,

All Faculty and Non Faculty Members of the Institute

CC:

1. Director – for kind information
2. Financial Advisor
3. Joint Registrar (A&A)
4. Deputy Registrar (F&A)
5. AR (F&A) / AR (GA)



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CLAIM FOR REIMBURSEMENT OF AMC OF RO

Name of Applicant: ..... Designation: .....

Department: .....

Pay Level & Basic Pay (₹.).....

Statement to be furnished on yearly basis by the officials for reimbursement of expenditure incurred on Annual Maintenance Contract/Service (AMC) of RO Water Purifier.

I certify that I have spent ₹. .... /- towards Annual Maintenance Contract/Service (AMC) of RO Water Purifier for the period from ..... to .....

I further declare that i) The AMC of RO Water Purifies in respect of which reimbursement is claimed is purchased by me. ii) The amount for which reimbursement is being claimed has actually been paid by me and has not/will not be claimed by any other source ii) I Also declare that the bill of RO AMC will be kept by me and produced as and when required.

Date: .....

Signature:.....

(FOR OFFICE USE)

1. Amount claimed Rs. ....

2. Amount passed for Rs. ....

Dealing Hand

AR/DR/JR

Registrar