

ICAR-Central Tobacco Research Institute

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C I R C U L A R

In pursuance to the ICAR endorsement of MoF OM dated 3rd April, 2018 regarding Reimbursement of Newspapers purchased/ supplied to officers at their residence-guidelines, the ICAR Headquarters has recently issued another Office Order F.No.Lib(2)(13)/2019-NP-Reim, dated 03/07/2019 illustrating designation of the posts and their levels of eligibility for reimbursement.

In this regard, the Institute-wise identical designated posts and their levels of eligibility on par with the ICAR Headquarters for reimbursement of bills in respect of Newspapers purchased by them at their residence with effect from 1st April, 2018 is as under:

S.No	Designation of the post at Institute	On par with designation of the post at ICAR Headquarters	Reimbursement to be made per month (in Rs.)
1	Director, CTRI, Rajahmundry/ HoDs/ Heads of Res. Stns/ Principal Scientists	Director (SD)/ Principal Scientists/ Assist. Director General (ADG's)	Rs.850/-
2	Scientists/ Sr.Scientists/ SFAO/ SAO/ AO/ PS AAO/ AFAO/ CTO (T-9)/ ACTO (T-7/8), STO (T-6)/ (T-5)	Scientists/ Sr.Scientists/ Directors at ICAR HQ, DS/DDF/LA/Director (OL), CFAO, CTO(T-9), US, DD(OL), SFAO, ACTO (T-7/8), PPS at ICAR HQ., SO and PS, STO (T-6)/ (T-5), F&AO, AD(OL), AF&AO, LAW Officers at ICAR HQ	Rs.500/-

This issues with the concurrence of the Sr.Finance & Accounts Officer of this Institute. In this regard, all the Officers mentioned at S.No.1 are requested to submit afresh the applications for reimbursement of Newspaper claims w.e.f. 1st April 2018 for further process at this end.

24/08/2019
(V.BHAGYA LAKSHMI)
SR. ADMINISTRATIVE OFFICER-I/C

To

All the Heads of Divisions / Sections for circulation among the Officers eligible
Copy to PS to Director / PS to SAO/ Notice Board.

- ✓ Copy to: All the Heads/ Heads-in-Charge of Research Stations/ KVKs (two)
- ✓ Copy to: the Incharge, ARIS Cell with a request to place the circular in CTRI website.