

**Government of Rajasthan  
Finance (G&T) Department**

No. F.1 (4)FD/GF&AR/2006

Jaipur, dated: 12.08.2021

**ORDER**

**Subject: Auto Reimbursement Process for Telephone Combo Pack (Basic+Mobile + Broadband+ Internet) / News Paper/ Periodicals**

State Government is intended to bring simplification and transparency in financial transactions. In this process, **Auto Disbursement** for reimbursement of **Telephone/ News Paper/ Periodicals** will be started from **1<sup>st</sup> September, 2021**.

IT enabled system under the ambit of IFMS will facilitate auto disbursement of Telephone / News Paper/ Periodicals reimbursement in fixed time intervals without manual interventions.

Monthly Advance will be given to the employees entitled for taking reimbursement of Telephone charges, Newspapers and Periodicals. System generated Sanctions (digitally signed) will be issued by DDOs for this purpose. This Advance will be adjusted through the half yearly adjustments (digitally signed / Month- September and March of each year) on the basis of undertaking submitted by entitled employees (OTP logins) .

Auto reimbursement bills will be processed, authenticated and disbursed through single server certificate of e-Treasury Officer (DTA) but DDO/ PD Account holders / all Treasury Officers will be responsible for maintaining correctness of payments. OTP authentication shall be evolved for data freezing, first time bill processing and editing at the level of DDO/ PD Account holders/ Treasuries. Core procedure along with detailed directives with the ceiling of Advance are attached at **Annexure-A**.

Virtual trainings will be imparted to all Stakeholders by NIC and DTA before implementation of complete processes. Help Desk facilitation will be available with present Help Desk of IFMS situated at DTA.

The aforementioned procedures will be treated as deemed amendments in rules and orders of GAD No.F.5(31)GAD/3/82 dated 3.9.2012 and 14.8.2013, FD Order F.1(4) FD/GF&AR/93 Dated 24.11.93 and DOP order No.F.8(29)Karmik/Kha-2/85 dated 16.1.2014. Complete compliance of aforementioned instructions will be ensured by all Stakeholders.

  
(Akhil Arora)  
Principal Secretary

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**Copy forwarded for information and necessary action to:**

1. P.S. to Hon'ble Governor/C.M./All Ministers/State Ministers.
2. P.S. to Chief Secretary/All Addl.Chief Secretaries.
3. P.S. to All Principal Secretaries/Secretaries/Special Secretaries.
4. Secretary, Rajasthan Legislative Assembly, Jaipur.
5. Secretary, Lokayukta Sachivalaya, Jaipur.
6. Secretary, Rajasthan Public Service Commission, Ajmer.
7. Registrar, Rajasthan High Court, Jodhpur/Jaipur.
8. Principal Accountant General (Accounts/ Entitlement/ Civil &Acctt./ Audit)  
Rajasthan, Jaipur.
9. All Joint Secretaries /Deputy Secretaries/ Sections of the Secretariat.
10. All Heads of the Departments/ All Divisional Commissioners/ Collectors.
  11. Registrar, Rajasthan Civil Service Appellate Tribunal, Jaipur.
  12. Director, Treasuries and Accounts, Rajasthan,Jaipur.
  13. All FAs/CAOs/Treasury Officers
14. Technical Director, Finance Department to upload this order on FD website.
15. Guard File.



**Joint Secretary to Government**

**(GF&AR-08/2021)**

The core procedure of *Auto Reimbursement* of Telephone Combo Pack (Basic+Mobile + Broadband+ Internet)/ News Paper/ Periodicals-

1. Pay scale wise entitlement will be displayed at the system for reimbursement of Telephone bills/ News Papers/ Periodicals. It will be editable at the level of DDO (OTP Authentication) . Same entry will also be displayed at employee login with the facility to send edit request to DDO. Initially, edit facility will be available for three days. In case DDO has not made any corrections, same entitlement will be used for advance payments/ sanctions. Fixed entitlement (after payments of advance) can only be changed in case of change in pay scale/ employee status.
2. Sanctions for advance payment (**Annexure B (Telephone), Annexure-C (Newspaper / Periodicals)**)will also be issued by the DDO through the system ( In the month of April and October) . Adjustment bill will be prepared half yearly on the basis of declaration/ undertaking provided by the entitled employees(**Annexure D (Telephone, Newspaper / Periodicals )**). Next Advance bill will be linked with the actual expenditure furnished in declaration form by employee.
3. Monthly advance for Telephone/broadband/internet/Mobile/ Newspaper/ Periodicals will be given as under-
  - (A) **For Telephone/broadband/internet/Mobile-** Monthly financial limit is attached at Annexure-A-1
  - (B) **For Newspaper/ Periodicals-** Limits as prescribed in the circular of FD dated 24.11.1993 - Rs. 500/- ( two News Papers or one News Paper and one Periodical) and Rs. 750/- ( Three News Papers or Two News Papers and one Periodical).Rs. 2500/- will be provided to the authority provided under circular number F.8 (29)Karmik/Kha-2/85 dated 16.01.2014.
4. Auto bill no. will be allocated by the system on the 2<sup>nd</sup> of the running month.
5. System will auto process the advance bill for Officers who are entitled for the above facilities with predefined amount (on 3<sup>rd</sup> of the month). System generated sanctions will automatically be attached as per the entitlement of officers.



6. System will auto forward these bills to treasuries. Auto Token will be given in Treasury system as per the availability of Budget in the system (office wise). Treasury will check and authenticate (OTP based authentication) the auto Tokened bills within two working days otherwise these bills will automatically be included in ceiling/ ECS process.
7. Single Server Certificate of e-Treasury, DTA will be used for payments and ECS file generation.
8. If the respective authority is not able to take action within prescribed time period, it will go automatically to next level.
9. In case of death, retirement, deputation, VRS, termination, suspension APO the remaining amount of advance will be recovered as per rules.
10. Login details and password of the system will not be shared by the DDO/ PD Account holders/ Treasuries in any condition.
11. Bills will be passed, processed, authenticated / ECS files through single server certificate made in the name of e-Treasury Officer (DTA) but DDO/ PD Account holders / all Treasury Officers will ensure correctness of the payments.



## Annexure - B

**Format of System Generated Sanctions to be issued by DDO in the month of April/October every year or in the month in which rate of Telephone Combo Pack (Basic+Mobile + Broadband+ Internet) changes. (bills will be prepared on the basis of this sanction)**

File No.:

Date:

Following Officers are entitled for Telephone/Broadband/Internet/Mobile and sanction is given to advance payment for reimbursement of expenses made by them every month mentioned as under-

S. No.	Employee Name and Designation	Employee I D	Advance to be given	Adjustment to be made (If any)	Net Advance Amount to be paid (4+/-5)
1	2	3	4	5	6
1					
2					
3					

Date:

Signature of Head of Office/ Department



**Format of System Generated Sanctions to be issued by DDO in the month of April/October every year or in the month in which rate of Newspaper/ Periodical changes. (bills will be prepared on the basis of this sanction)**

File No.:

Date:

Following Officers are entitled for Newspaper/ Periodical and sanction is given to advance payment for reimbursement of expenses made by them every month mentioned as under-

S. No.	Employee Name and Designation	Employee I D	Advance to be given	Adjustment to be made (If any)	Net Advance Amount to be paid (4+/-5)
1	2	3	4	5	6
1					
2					
3					

Date:

Signature of Head of Office/ Department



**Format of Declaration of Adjustment for Telephone Combo Pack  
(Basic+Mobile + Broadband+ Internet) /Newspaper/ periodical**

1. Name of Officer -
2. Designation -
3. Employee ID -
4. Name of Office -
5. Details of advance received -  
Bill No. and Date -  
Amount -
6. Consumed completely or partially/ or excess payment
7. Actual Expenditure on Landline/Broadband/Internet/ Mobile/Newspaper/  
periodical (April to September/ October to March)-

It is certified that I have incurred expenditure for Landline/ Broadband/  
Internet/Mobile/Newspaper/ periodical are as per column No 7

Date:

Signature of Officer

Designation



Annexure- A-1

Telephone Combo Pack (Basic + Mobile + Broadband + Internet) monthly advance to be sanctioned according to the financial limit allowed by following orders –

A.

S. No.	Particulars	Monthly Financial limit as per GAD order dated F. 5 (31) / GAD/3/82 dated 3.09.2012 ( Hon'ble Ministers etc) (Amount in Rs.)
1.	Hon'ble Ministers	10000/-
2.	Hon'ble State Ministers	8500/-
3.	Hon'ble Dy. Ministers	3750/-

B.

S. No.	Monthly Financial limit as per GAD order dated 14.8.2013	Monthly financial limit and advance to be given (Amount in Rs.)
1	9750/-	9000/-
2	6750/-	6000/-
3	5250/-	5000/-
4	3750/-	3500/-
5	2625/-	2250/-

Officers who are entitled unlimited reimbursement - Rs. 9000/- Per month advance.

