



Indian Institute of Technology Bhubaneswar
Bhubaneswar -751 013
www.iitbbs.ac.in

No.F.13-6/2017-BoG-28-10
November 28, 2017

OFFICE ORDER NO.200/2017

Subject: Reimbursement of relocation expenditure - Reg.

The undersigned is directed to convey that the Board of Governors of the Institute in its 28th meeting held on 30.10.2017 upon the recommendations of 27th Finance Committee approved the reimbursement of relocation expenditure of employees for shifting their household materials from temporary residence in Bhubaneswar City to the Institute Campus, subject to the following conditions:

1. It would be applicable to the employees those who shifted their transit residence from city to Argul, as one time measure.
2. The formula of calculation of reimbursement would be one third of the Basic Pay+GP/AGP+NPA (as applicable) or amount actually claimed, whichever is less.
3. This would be a part of the Composite Transfer Grant extended to employees involving change of residence beyond 25 KMs.
4. Such reimbursement would be against submission of original receipt of the transporter.


Registrar

To

1. **Joint Registrar (F&A)**
2. **OSD (F&A)**

Copy to:

1. All Deans/ HoSs
2. All Academic Coordinators
3. All PICs
4. All Chairmen
5. Deputy Librarian
6. All Assistant Registrars
7. Secretary to Director/ Registrar
8. Guard File, BoG