



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360001
All India Institute of Medical Sciences, Rajkot, Gujarat 360001
A Central Autonomous Body under PMSSY, MoH&FW
Government of India www.aiimsrajkot.edu.in



AIIMS/Rajkot/Admin/07/Establishment/OM/2022-23/ 1024

Dt. 06/08/2022

OM No. 95 of 2022/23

Subject: Time limit for submission of various claim by the faculty/staff at AIIMS, Rajkot – Reg.

Time limit for submission of various claims submitted by staff members have been defined in GFR and other relevant rules. Accordingly, the same is compiled and noted as under:

Sr. No.	Type of Claim	Time Limit for Submission of Claim
01.	Travelling Allowance	If Advance drawn Within Thirty days succeeding the date of completion of journey.
		If Advance not drawn Within Sixty days succeeding the date of completion of journey.
02.	Leave Travel Concession	If Advance drawn Within One Month from the date of Completion of return Journey
		If Advance not drawn Within Three Month from the date of Completion of return Journey
03.	Learning Resources Allowance	Half yearly on financial year basis: A) 1-15 th October for Claims of April to September B) 1-15 th March for Claims of October to March
04.	Children Education Allowance	Once in a financial year: After completion of Financial Year i.e., 31 st March each year
05.	Newspaper Allowance	Half yearly on Calendar year basis: A) Up to September for claims of January to June B) Up to 15 th March for claims of July to December
06.	Telephone Allowance	On quarterly Basis: I) 1-31 st July for claims of April to June; II) 1-31 st October for claims of July to September; III) 1-31 st January for claims of October to December; IV) 1-30 th April for claims of January to March.
07.	Reimbursement of Briefcase/Office Bag/Ladies Purse for official purpose	Once in Three Years for one Briefcase/Office Bag/ Ladies Purse, Within 3 months from date of purchase.

All the faculty members, officers and staff members of the Institute are required to adhere the aforesaid time limit for submission of claims for reimbursement. No time barred claims shall be entertained w.e.f. issue of this OM except in certain condition on justifies grounds with due approval of the competent authority.

This issues with the approval of the Director AIIMS, Rajkot.



Pradeep B. Barde
06/03/2022

(Dr. Pradeep B. Barde)
I/C Deputy Director (Admin)

Copy to:

1. Executive Director, AIIMS, Rajkot.
2. All Heads of Department, AIIMS, Rajkot.
3. DDO, AIIMS, Rajkot.
4. Deputy Medical Superintendent I & II, AIIMS, Rajkot.
5. Consultant Finance, AIIMS, Rajkot.
6. In-charge IT Cell for uploading the same on AIIMS, Website and circulation to all regular staff members through webmail.

कार्यवाहक उप निदेशक (प्रसा.)
Offg Deputy Director (Admin.)
एम्स राजकोट - ३६० ००१, गुजरात.
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