

Date: May 26, 2023

Municipal Commissioner's Circular No. 16 of 2023-24

Sub.: Digital reimbursement of Telephone Bills

The digital reimbursement of telephone bills (Land line/ Mobile) will be introduced in the eKMC system and the existing system of issuing of cheques for the manually submitted bills will be discontinued from 1<sup>st</sup> June, 2023 and the online system will be put into operation.

1. Employees who are eligible to get reimbursement of telephone bills (landline/ mobile) will login according to the approved authenticity verification. In case of Councillors, one officer from Municipal Secretary's Department will be authorized to login on behalf of the Councillors.
2. After successful login, telephone bills with valid documents shall have to be uploaded into the system. One "Verifier" and one "Approver" in the Telephone Section of Municipal Secretary's Department will check the validity of the bill submitted and approve the valid bill for payment respectively. An option will be introduced for returning back the bills in case of any discrepancy.
3. Payments will be made quarterly i.e. on 10<sup>th</sup> Working Day of July, October, January and April for all approved bills accumulated during 1<sup>st</sup> Quarter (April to June), 2<sup>nd</sup> Quarter (July to September), 3<sup>rd</sup> Quarter (October to December) and 4<sup>th</sup> Quarter (January to March) respectively. Payments will be made to the registered salary/ honorarium account of the corresponding employee/ Councillor through NEFT/ RTGS.
4. Ch. Manager (System) shall arrange to conduct training sessions to familiarise the online system of reimbursement of telephone bills before making the system operational.

This has the approval of Hon'ble Mayor.

  
Municipal Commissioner

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