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**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

**REQUEST FOR REIMBURSEMENT OF TELEPHONE CHARGES**

(Ref.: Finance Committee resolution vide agenda item no.FC 17.14 dated 29/03/2019)

Name: \_\_\_\_\_ Emp. Code: \_\_\_\_\_

Designation: \_\_\_\_\_ Matrix & Level: \_\_\_\_\_

Department: \_\_\_\_\_ Date of Joining: \_\_\_\_\_

I certify that I have spent following amount towards landline and / or mobile/broadband/mobile data/data card connection:

S.No.	Month(s)	Amount	Month(s)	Amount
1.	April-20 _____	₹ _____	October-20 _____	₹ _____
2.	May-20 _____	₹ _____	November-20 _____	₹ _____
3.	June-20 _____	₹ _____	December-20 _____	₹ _____
4.	July-20 _____	₹ _____	January-20 _____	₹ _____
5.	August-20 _____	₹ _____	February-20 _____	₹ _____
6.	September-20 _____	₹ _____	March-20 _____	₹ _____
7.	Other _____	₹ _____	Other _____	₹ _____
<b>Total</b>		₹ _____		₹ _____

The total amount of ₹ \_\_\_\_\_ may please be approved. I further declare that: A) above Telephone(s)/ Mobile (s) is/ are in my name and used by me for official purpose only. B) The amount for which reimbursement is being claimed has actually been paid by me and has not/will not be claimed by any other source.

Forwarded to Establishment

**Signature of Employee**

**Counter Signature of the HoD/Coordinator**

**FOR OFFICE USE ONLY**

1. Admissibility & Claim from (months) : \_\_\_\_\_
2. Claimed amount : \_\_\_\_\_
3. Claim admissible : \_\_\_\_\_

**Junior Assistant (Estt.)**

**Superintendent (Estt.)**

**Asstt./Dy. Registrar (Estt.)**

**Jr. Assistant (A/cs.)**

**Superintendent (A/cs.)**

**Asstt./Dy. Registrar (A/cs.)**