

# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY RANCHI

## CLAIM FOR REIMBURSEMENT OF TELEPHONE BILLS

Name : \_\_\_\_\_ Designation : \_\_\_\_\_ Emp. No: \_\_\_\_\_

Deptt. \_\_\_\_\_ SBI Bank A/c No : \_\_\_\_\_

Claims For Telephone No \_\_\_\_\_ Period of claim: From \_\_\_\_\_ TO \_\_\_\_\_  
(s) :

SN	Telephone No.	PERIOD		Bill No	Date	Amount Paid	Amt Claimed
		From	To				
1							
2							
3							
4							
5							
6							
7	<b>G. Total</b>						

Certified that;

1. Certified that the above telephones are in my name.
2. Certified that I have incurred the above expenditure towards telephone charges during the period mentioned above.
3. Certified that No Separate residential telephone has been provided to the undersigned.
4. Certified that I have not claimed the above for reimbursement elsewhere.

Encl: Receipts/ bills

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

**Signature of Employee**

\_\_\_\_\_  
(FOR OFFICE USE ONLY)

The claim has been checked and found correct.

Submitted for sanction of ₹ \_\_\_\_\_ ( Rupees \_\_\_\_\_ Only)

Dealing Asstt.

DR(F&A)

RG

Sanctioned -----

DR(F&A)