

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY NAGPUR – 440010
(An Institute of National Importance under the Ministry of Education, Govt. of India)

APPLICATION FORM FOR REIMBURSEMENT OF TELEPHONE CHARGES

PART A – TO BE FILLED BY THE CLAIMANT

Name of the Employee			
Designation & Pay Level		Employee ID	
Department/ Section			
Office Order No. and Date [in respect of additional responsibility for Assistant Professor (Grade –II) only]		Duration of additional responsibility (dates):	From: To:

As per norms of the Institute, I seek reimbursement of Telephone Charges as under:

TO BE FILLED BY EMPLOYEE						FOR OFFICE USE ONLY
Period of Use	Type (Tel/ Mobile/ Broadband/ Mobile Data/ Data Card)	Telephone/ Mobile No.	Bill No. & Date	Bill Amount (incl. all taxes)	Claimed Amount (Rs.)	Remarks/ Admissible Amount
			TOTAL			

Note: If the space is not sufficient, details may be attached in a separate sheet with due certification and the same may be indicated above. All the above bills, duly self-certified, are to be enclosed to the claim.

DECLARATION

Certified that the telephone/ mobile/ broadband/ mobile data/ data card charges indicated as above pertains to me, have actually been utilized and paid by me. Bills/Receipts are enclosed in original for reimbursement of the expenses incurred. Certified that I have not been provided with SIM/ Data Card by the Institute / not using them. I state that similar reimbursement is not claimed elsewhere i.e. from contingencies/ project funds, etc.

Certified that the information furnished is correct. In the event of any change in the particulars given above which affect my eligibility for reimbursement of telephone charges, I undertake to intimate the same promptly and also to refund excess payments if any made. Further, I am aware that if at any stage the information / documents furnished above are found to be false, I am liable for disciplinary action.

Dated.....

Signature of the Official

PART B – TO BE PROCESSED IN THE ACCOUNTS SECTION

The bills are verified and found to be in order and may be passed for payment.

Amount Passed in Rs.	Remarks

Dealing Assistant

Superintendent

Assistant Registrar (Accounts)

Approved / Not-Approved

Deputy/ Joint Registrar (Accounts)