



INDIAN INSTITUTE OF PETROLEUM & ENERGY
भारतीय पेट्रोलियम और ऊर्जा संस्थान

CLAIM FOR REIMBURSEMENT OF TELEPHONE/ MOBILE/ BROADBAND/ MOBILE BILL

1. Name of the Faculty : _____
2. Department & Employee Code : _____
3. Details of **previous** Claim : From _____ To _____
4. Period of the **present** Claim : From _____ To _____
5. Leave availed/ training undergone : _____
If any, during the period
6. Details of amount claimed : _____

Telephone No.		Mobile No.			Internet/ Broadband No.	
Sl. No	Month (Month'FY)	Telephone Charges (₹)	Mobile Charges (₹)	Broadband/ Internet Charges (₹)	Total	Amount Claimed (Max. ₹ 1500/- PM)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
Total Amount claimed						

This is to certify that the above expenditure is incurred towards Mobile/ Telephone/ Broadband/ Mobile Data charges. The stated amount is not claimed so far. Certified that the above telephone/ mobile/ Broadband is/are on my name. All relevant bills/ vouchers/ proof of payment, are duly verified and attached.

Signature of the Faculty

Date:

Not / Recommended

Signature of HoD/DIC