



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ) धनबाद
INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES) DHANBAD -826004

TELEPHONE/ DATA/ BROADBAND CLAIM FORM

Name		Designation		Emp No	
Deptt		Basic Pay		A/c No	
Period of Claim From to				IFSC	

Claim for Telephone No.(s)

S No.	Telephone No.	Period		Bill No & Date	Amount Paid	Amount Claimed
		From	To			

Certified that:

- 1) Telephone Bills/Broad Band/ Data pack is in the name of employee used for official purpose.
- 2) The claim does not include any DTH plan.
- 3) I have not claimed the above for reimbursement elsewhere.

Encl: Receipt / Bills (Mobile number against which the reimbursement is sought should be in the name of the employee and relevant documents (invoices) to this extent are required to be enclosed.

Date: _____ **Signature of Employee**

(FOR OFFICE USE ONLY)

The claim has been checked and found to be in order.

Submitted for sanction of Rs..... (Rupees.....

.....only)

Dealing Assistant

AR (F&A)

JR (F&A)

Sanctioned ₹.....

Registrar

Passed for payment of ₹.....(Rupeesonly)

Dealing Assistant

AR(F&A)

JR (F&A)