



**INDIAN INSTITUTE OF PETROLEUM AND ENERGY
VISAKHAPATNAM**

**CLAIM FOR REIMBURSEMENT OF RESIDENTIAL TELEPHONE/ MOBILE/
BROADBAND/ MOBILE DATA CHARGES**

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

Telephone No. _____			Mobile No. _____		Internet/ No. _____	Broadband
Sl	Month	Telephone Charges	Mobile Charges	Broadband / Internet Charges	Total	Amount claimed as per eligibility
1						
2						
3						
Total Amount claimed						

1. 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.
2. Certified that the above telephone/ mobile/ Broadband is/are on my name.
3. All relevant bills/ vouchers/ proof of payment, are duly verified and attached.

Date:

Signature of the Claimant _____

Recommended & Forwarded.

Registrar _____

Note: (i) Reimbursement is made bi-monthly on certification in prescribed proforma i.e. in April (for the bills of February and March), June (for April and May), August (for June and July), October (for August and September), December (for October and November) and in February (for December and January).

(ii) The claim must be submitted in Accounts Section on or before 10th of respective month.