

Annexure-B

राष्ट्रीय शैक्षिक योजना एवं प्रशासन संस्थान

(मानित विश्वविद्यालय)

17-बी, श्री अरविन्द मार्ग, नई दिल्ली- 110016



National Institute of Educational Planning and Administration

(Deemed-to-be-University)

17-B, Shri Aurobindo Marg, New Delhi-110016

FORM FOR REIMBURSEMENT OF TELEPHONE CHARGES

Name of the Officer	:		
Designation	:		
Period of reimbursement	:		
Entitlement	:	₹ 4,200/- , ₹ 2,700, ₹ 2,250, ₹ 1,800/- (excl. taxes)	

S.No.	Month / Year	Amount (in Rs.)				Amount reimbursable (For OFFICE use)
		Landline Bill	Mobile Bill	Internet / Other	Total	
1						
2						
3						
4						

Month: For billing period between 1st to 15th date of any month, the month / cycle shall be same month. For billing period between 16th to 30/31st date of any month. Separate form to be submitted for each quarter.

(Signature with date)

(PART A – To be filled by Internal Audit / Finance Unit)

Total Amount Claimed : _____ Amount Payable: _____

The sanction of Rs. _____ (Rupees _____ only) may kindly be accorded for payment.

Necessary entry has been made in the Telephone Register at Page No. _____, maintained by F&A Section

Dealing Hand (F&A)

Section Officer (F&A)

Finance Officer