

Annexure – I

**APPLICATION FORM FOR REIMBURSEMENT OF
RESIDENTIAL TELEPHONE / MOBILE / BROADBAND CHARGES**

**(To be filled by the Officer claiming reimbursement)
(Part A)**

NAME															
DESIGNATION		Bank A/c No.													
TELEPHONE Nos.										BILL No.	DATE	PERIOD		AMOUNT	
												FROM	TO		
Tel.															
Mob															
Broadband	YES	NO													
													GRAND TOTAL		
Admissible amount claimed for Landline/Mobile/Broadband charges															

The bills, in original with call details, are enclosed for reimbursement.

Dated

Signature of the user official

**(Part B)
G.A. Section**

To be filled by G.A. Section

Passed Amount	Remarks

The bills are in order and may be passed for payment. J.D.(E) may kindly sign the Pay Order.

A.D.(GA)

J.D.(GA)

J.D.(E)

(Part C)

Pay Rs. _____ (Pay rupees _____)

(Drawing & Disbursing Officer)

Guidelines Proposed by P&AO

- (i) The telephone bills should be submitted in original for claiming reimbursement. The Pay and Accounts Office will pass bills for payment only against original/sub-vouchers/bills/invoices and **not against photocopies/duplicate of the same.** If the original bills is lost and the duplicate bill in respect of that telephone is procured from the service provider, the duplicate bill should be certified as True Copy by the claimant and for the record of G.A. Section, the claimant should give declaration that he/she will not claim the amount already reimbursed to him/her again when the original bill is found later.
- (ii) The receipt of payment made by the Officers should be invariably attached, as this is an essential requirement of audit under rules.
- (iii) In case of computer generated bill or Electronic Payment Confirmation receipt submitted for payment made, the same should be certified as True Copy (CTC) by the concerned Officer under own signature and stamp.
- (iv) In case of making payment of cheque through Drop Box, the Officers should attach a photocopy of the original cheque with the bill submitted.
- (v) Bills of those Officers, who have been allowed reimbursement of telephone bills above the prescribed ceiling limits, should be endorsed by the senior most officers above them.