

CENTRAL INSTITUTE OF TEMPERATE HORTICULTURE
K.D.FARM, OLD AIRFIELD, POST OFFICE: RANGRETH SRINAGAR-190 007
(JAMMU & KASHMIR)

Name: _____

Designation: _____

Basic Pay: _____

Scale of Pay: _____

Mode of Connection and Number: _____

Sub: Reimbursement of expenditure incurred on telephone (Landline/Post Paid Mobile) - Regarding.

I have incurred a sum of Rs. _____ towards rent & telephone charges during the month of _____. It is therefore requested that the above mentioned amount may please be reimbursed to me. The bill for the aforesaid period/cash receipt is/are enclosed herewith.

CERTIFICATE:-

01. The Phone (landline or mobile post paid) is in my personal name and having valid connection.
02. No initial charges have been claimed in the bill.
03. The claim submitted is not having any late fee charges.

Certified that the particulars furnished as above are correct to the best of my knowledge and belief.

It is further certified that the amount claimed for reimbursement is actually paid by me.

Signature of Officer

Dated: ____ / ____ / ____

(FOR USE IN ACCOUNTS SECTION)

No reimbursement was made for Landline Phone / Postpaid Mobile to Dr./Sh./Smt./Km _____ for the above period.

It is certified that the officer is entitled for reimbursement of Rs. _____

(Rupees: _____) as per the orders of Ministry of

Finance vide their OM No. 7(14) CEV/2006 Dated 14.11.2006 and 10.04.2007 & Council's endorsement No.

12-1/98-CDB (A&A) Dated 05th June, 2007 and No. 12-1/98-CDN (A&A) Dated 01st June, 2007.

Submitted for sanction of Rs. _____

Dealing Asstt.

AAO/DDO/Director

Entry has been made in Telephone / Post Paid Mobile Reimbursement Register at Page No. _____
and SI. No. _____

A.A.O/D.D.O