



नेशनल इंस्टीट्यूट ऑफ फाउंड्री एंड फोर्ज टेक्नोलॉजी
हटिया, राँची - 834 003 (झारखण्ड)
National Institute of Foundry and Forge Technology
Hatia, Ranchi – 834 003 (Jharkhand)

TELEPHONE EXPENSES REIMBURSEMENT CLAIM FORM

[To be submitted Quarterly by 10th of July/Oct/Jan/Apr for Q1/Q2/Q3/Q4]

Part – A: Particulars of the Faculty/Officer

1. Name - _____
2. Designation - _____ 2A. Pay Level _____
3. Department / Section - _____

Part – B: Advance Intimation for Availing Reimbursement

I am willing to avail the reimbursement facility for the period from April – June, 20____ (Quarter-1) / July – Sep, 20____ (Quarter-2) / Oct – Dec, 20____ (Quarter-3) / Jan – March, 20____ (Quarter-4) against the mobile numbers and broadband connections as given below.

Connection Type	Number	Service Provider
Primary Mobile		
Secondary Mobile/PSTN		
Data Card		
Broadband		

Part – C: Claim for Reimbursement

[Please attach duly authenticated receipts]

Connection No.	Particulars	Apr(Q1)/July(Q2)/ Oct(Q3)/Jan(Q4)	May(Q1)/Aug(Q2)/ Nov(Q3)/Feb(Q4)	Jun(Q1)/Sep(Q2)/ Dec(Q3)/Mar(Q4)
	Rcpt. No.			
	Amount			
	Rcpt. No.			
	Amount			
	Rcpt. No.			
	Amount			
	Rcpt. No.			
	Amount			
Total Amount Claimed				

I declare that all the above connections are registered in my name and I have paid all the expenses mentioned in Part – C only through digital mode.

Date - / / 20____

Signature of the Faculty/Officer