

**INDIAN INSTITUTE OF TECHNOLOGY, KANPUR**  
**KANPUR- 208016**

**REIMBURSEMENT OF TELEPHONE AND CELLULAR (MOBILE) CLAIMS**

(Office Order No- DOFA/2011-IITK/1190 dated 14/09/2011 of DOFA &  
R/ BOG-2010/HCL/522 dated 12/09/2011 of Registrar)

1. Name:-
2. PF No:-  3. Designation:-
3. Department:-  4. Grade pay:-
4. Claim period:- from  to
5. Claim for reimbursement:-

- a) Telephone (landline) charges deducted from salary\*

Month/Year	Telephone No	Amount (Rs.)

- b) Telephone/ mobile charges paid by claimant\*\*

Month/ Year	Telephone/ Mobile No	Amount (Rs.)
<b>Total (a+b)-</b>		

**DECLARATION**

I hereby declare that above Telephone(s)/ Mobile (s) is/ are in my name and used for official purpose. I also declare that above reimbursement is not claimed from any other sources.

**Date:-**

**Signature**

List of enclosures:-

\* Salary slip/ supporting documents need not be attached. The amount shall be verified by the F&A Section from the salary bill.

\*\* Bill/ voucher/ proof of payment, duly verified by the claimant, be attached.