



# INDIAN INSTITUTE OF TECHNOLOGY INDORE

## CLAIM FOR REIMBURSEMENT OF COMMUNICATION EXPENSES

Name of the Applicant: \_\_\_\_\_ Designation: \_\_\_\_\_ Department: \_\_\_\_\_  
Grade Pay (Rs) \_\_\_\_\_ Internet facility availed from campus : (Yes/ No)

S.No.	Period	Mobile/ Landline No.	Claim Amount (Rs)
1			
2			
3			
4			
5			

- Note:**
- Monthly ceiling for reimbursement of communication expenses is
    - Rs 1,800/- for Professors and other officers drawing Grade pay of Rs 10,000/- and above.
    - Rs 1,500/- for other Faculty and equivalent officers drawing Grade pay of Rs 7,600/-, but below Grade pay of Rs 10,000/-.
    - Rs 800/- for officers drawing Grade pay of Rs 5,400/- and above, but below Grade Pay of Rs 7,600/-, which is reimbursable once in every month or quarter within the limit.
  - Monthly ceiling for reimbursement of communication charges for campus residents is reduced by Rs 400/- per month, if internet facility has been provided by the Institute.

Further declared that :

- The telephone number mentioned above, in respect of which reimbursement is claimed is owned by me.
- The bills for which reimbursement is being claimed have actually been paid by me and has not/will not be claimed by any other source. All original self certified receipts /vouchers are attached.

Date: \_\_\_\_\_

Signature : \_\_\_\_\_

**(FOR FINANCE OFFICE USE)**

- Amount claimed Rs \_\_\_\_\_
- Amount passed for Rs \_\_\_\_\_

Deputy Manager

Manager

AR/DR

Registrar