

F.No. NIHFV/VMS/20-45/2017
The National Institute of Health and Family Welfare
(Workshop & Maintenance Section)

(Performa)

CLAIM FOR REIMBURSEMENT OF TELEPHONE CALL CHARGES OF RESIDENTIAL
TELEPHONE/MOBILE/BROADBAND/MOBILE DATA/DATA CARD

(Ministry of Finance, Deptt. of Expenditure OM NO.24()3/E.Coord/2018dated26.3.2018)

{To be submitted quarterly to W.M. Section}

1. Name of Applicant :
2. Designation :
3. Pay Level & Basic Pay :
4. Period of Claim :
5. Limit Prescribed by MoF OM per Month :
6. Amount Claimed :
7. Leave availed/Training undergone, if any, during the above period: :
8. Details of Bills/Receipts Attached :

I certify that I have not availed Residential Telephone/Mobile Phone/Broadband/Data card use (for internet purpose) provided by the Institute as well as the above bill is claimed by undersigned only (in case of both Husband & Wife are Govt. employee and eligible for telephone reimbursement)

Date:

Signature.....

Name

Deptt./Section.....