



NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION  
17—B, SRI AUROBINDO Marg, New Delhi - 110 016

**REIMBURSEMENT OF EXPENDITURE FOR TELEPHONE USAGE**

Name of the Officer \_\_\_\_\_ Designation \_\_\_\_\_

Period of reimbursement From \_\_\_\_\_ To \_\_\_\_\_

Entitlement: Rs.2000/-, Rs.1800/- Rs.1500/-, Rs.800/- \_\_\_\_\_

S.No.	Month	Period	Landline Bill Amount (Rs.)	Mobile Bill Amount (Rs.)	Internet/Other Charges (Rs.)	Total	Amount Reimbursable (for Office Use)
1.							
2.							
3.							
4.							
5.							
6.							
7.							

(Signature with date)

FOR OFFICIAL USE

Total Amount Claimed \_\_\_\_\_ Amount Payable \_\_\_\_\_

The sanction of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) may kindly be accorded for payment to Prof. /Dr. Mrs. /Shri \_\_\_\_\_.

The necessary entry has been made in the Telephone Register at Page No. \_\_\_\_\_.

(Administrative Officer/Registrar)

Dated: \_\_\_\_\_

**Finance Officer, NIEPA**