

Annexure 'A'

O/I Telephone

PEC University of Technology

Subject: Reimbursement of Mobile/Telephone/Broadband bills

In terms of BOG decision in respect of Telephone Policy, I am eligible for the reimbursement of Mobile/Telephone/Broadband bills. The details of the facility provided are as under

Employee code: _____ Extra Mural Duty Assigned: _____

Name and Designation: _____ Department _____

S.No	Type of Service	Connection Number	Billing Period	Actual Amount of Bill in Rs.	Admissible Reimbursement (together) in Rs.
1.	Mobile				
2.	Landline Telephone				
3.	Broadband				

Certified that the telephone number(s) _____ is in (the name of my spouse/parents/my name) _____. The said connection is used by me and the bills is not being claimed and reimbursed from any other source.

You are requested to kindly reimburse the above said admissible amount and credit the same amount in my salary saving bank A/c No

Signature