

**Scheme for providing Mobile Phone facility to
Executives (E-0 to E-9 grades)**

I have made an expenditure of Rs. _____ (Rupees _____) for purchase of Mobile hand set. A self attested photocopy of the bill is enclosed. The amount of Rs. _____ may please be reimbursed as per the Scheme.

I have read the terms and conditions of the scheme carefully and agree to abide by them.

SIGNATURE _____

NAME & DESIG _____

DEPARTMENT _____

P. NO. _____

DATE:

FOR USE IN ADMINISTRATION/COMMUNICATION DEPARTMENT

An amount of Rs. _____ [Rupees _____] may be reimbursed to Ms / Mr. _____ towards purchase of a Mobile hand set.

DATE:

AUTHORISED SIGNATORY

FOR USE IN FINANCE DEPARTMENT

Rs. _____ [Rupees _____] has been reimbursed to Ms / Mr. _____ towards purchase of a Mobile hand set.

DATE:

AUTHORISED SIGNATORY

[Handwritten Signature]