

Date :

Subject : Reimbursement of Telephone Charges for the Month of ----- 2011

I am enclosing original Telephone Bills / original company prepaid Top-up receipt in respect of following faculty members from this department. All the claimants have certified that the telephone / mobile bills are in their name.

Kindly reimburse the same as per rules.

**To,
The D.R.(Acctts)**

Sr. No.	Name of faculty	Designation	AGP / GP	Landline	Amount	Total
				Mobile	Amount	
1.						
2.						
3.						
4.						

HOD/ SECTION HEAD