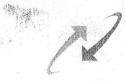
Admir.I Section, BSNL CO

1st Floor Bharat Sanchar Bhawan,
Harish Changer Mathur Lane, New Delhi-110001
Phone: -91-11-23734268 Fax: 23734280



भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

F.No. BSNL/Admn.I/1-1/Mobile-Reimb/17

Date: - 26/12/2017

To,

All the Executives BSNL CO New Delhi

Subject:-Mobile Handset/Breifcase Reimbursement- Policy Decision, regarding

- 1. It has been decided by the competent authority that in order to have uniform policy in BSNL CO., all the user shall fill the performa (attached below) for mobile handset reimbursement/Breifcase claim and got it certified from Admn. Cell before submitting the claim.
- 2. This is for kind information for all the concerned.

(Brahm Prakash) AGM(Admn-I)

PROFORMA FOR REIMBURSEMENT OF MOBILE HANDSET

Ι,	(Name)	(Desig.)	
(HRMS) hereby decl	are that I have no	ot claimed any reimbu	rsement
	in the last three yming date is	years. My Last claim 	ı date is
		(Signatu	re)
Record maintaine Mobile Handset for Rs		dmn. Branch for reimbur	sement of
		Dy. Manager B	(Admn.) SSNL CO.

Encl:-

- 1. Claim Form in ERP
- 2. Original invoice signed by user.

PROFORMA FOR REIMBURSEMENT OF BRIEFCASE

,	(Name)	(Desig.)
HR. No.	hereby declare that I h	ave not claimed any
reimbursement for brief	fcase in the last 4 (four) years. ming date is	
Date :		
		Signature of Employee M. No.
Record maintained and Briefcase for Rs	d verified by Admn. Branch fo	or reimbursement of
	Dy.	Manager (Admn. & PR) BSNL CO.
Encl :-		

Claim form in ERP
 Original invoice signed by user