

Admn.I Section, BSNL CO
1st Floor Bharat Sanchar Bhawan,
Harish Chander 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

I, _____(Name) _____(Desig.)-----
(HRMS) hereby declare that I have not claimed any reimbursement
for mobile handset in the last three years. My Last claim date is
_____ and claiming date is _____.

(Signature)

Record maintained and Verified by Admn. Branch for reimbursement of
Mobile Handset for Rs._____.

Dy. Manager (Admn.)
BSNL CO.

Encl:-

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

PROFORMA FOR REIMBURSEMENT OF BRIEFCASE

I, _____ (Name) _____ (Desig.)
HR. No. _____ hereby declare that I have not claimed any
reimbursement for briefcase in the last 4 (four) years. My last claim date is
_____ and claiming date is _____.

Date :

Signature of Employee
M. No.

Record maintained and verified by Admn. Branch for reimbursement of
Briefcase for Rs.

Dy. Manager (Admn. & PR)
BSNL CO.

Encl :-

1. Claim form in ERP
2. Original invoice signed by user