

Please note : If Officer is producing duplicate bill/bills for reimbursement, kindly give certificate on duplicate bill that "Original bill lost and not claimed earlier, If original bill found, will not be claimed in future. "

I Shri/Shrimati/Dr.....Designation.....thereby submit the following telephone bill/bills of my residential telephone Nos.....and for reimbursement. Details are given below:-

S.L.	Rank /Designation	Please do right tick the entitlement	Eligibility	tick
1.	Secretary to the Government of India and equivalent level		4200.00	
2.	Additional Secretary to the Government of India and equivalent level		3000.00	
3.	Joint Secretary to the Government of India and equivalent level		2700.00	
4.	Director/Deputy Secretary to the Government of India and equivalent level		2250.00	
5	Below the rank of Deputy Secretary and equivalent to the Government of India (Restricted to 25% of the sanctioned strength of Group 'A' Officers in a Ministry/Department/Attached/Subordinate office		1200.00	

S.N.	Telephone no	Please fill the Column (Month wise)	Claim Amount	Tax if any	Total claimed amount	ADMISSIBLE AMOUNT (FOR OFFICE USE) Rs.
1						
2						
3						
4						
5						
6						
		TOTAL				

(SIGNATURE)

The Director/Controller of Administration, NISTADS may kindly sanction an amount of Rs..... Rupeesthousand.....hundred..... only) towards call and rent charges under budget head P-04 for the year 20.....

S. O. Bill

Director/COA

