

**PROFORMA FOR REIMBURSEMENT OF TELEPHONE CHARGES FROM
CONSULTANCY PROJECTS**

1. Name of the Faculty Member and Employee No. :
2. Designation :
3. Department / Centre :
4. Telephone Number :
5. Residential Address :
6. Period for which the amount paid :
7. Amount of Telephone charges paid :
8. Amount of reimbursement claimed :
9. Consultancy Project Approval No. against which this expenditure is to be charged :
10. Amount received under this consultancy Project and Receipt No. :
11. Remarks :

Certified that no amount has been claimed on this account from any other source.

Certified that funds are available in the assignment.

Date:

SIGNATURE

NOTE: The Original bills and receipts from the Telephone authorities to be attached.