

To

The Under Secretary

OE, SSEPD Department

Government of Odisha

Subject: Request for Reimbursement of Calling and Internet Bill

Respected Madam,

With due respect, I, Suraj Prasim Patel, Assistant Programmer (MIS-IT), working under the NSAP scheme, kindly bring to your notice that my role requires regular communication with district and field users to manage daily activities effectively. Additionally, I use the internet extensively to generate and provide customized reports, often working from home to ensure timely delivery of tasks.

Therefore, I kindly request your approval for the reimbursement of these expenses. I shall be grateful to you.

Yours faithfully,

Suraj Prasim Patel

Assistant Programmer (MIS-IT)

SSEPD Department, Odisha