

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, Debraj Sahoo, Program Coordinator (MIS-IT), working under the NSAP scheme, would like to inform you that my responsibilities involve frequent communication with district and field users to efficiently manage daily tasks. Additionally, I rely heavily on internet services to prepare and share customized reports, often working from home to meet deadlines.

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

Yours faithfully,

Debraj Sahoo

Program Coordinator (MIS-IT)

SSEPD Department, Odisha