

**Form for claiming re-imbusement of Telephone/Mobile/Internet Bills at the Residence of BIS Officer.**

Name and Designation: \_\_\_\_\_

Department/Section: \_\_\_\_\_

Month	Landline Number	Broadband Number (If different from LL)	Mobile Number	Total Amount
	From _____ To _____	From _____ To _____	From _____ To _____	
	Basic Tax Total	Basic Tax Total	Basic Tax Total	Basic Tax Total
	From _____ To _____	From _____ To _____	From _____ To _____	
	Basic Tax Total	Basic Tax Total	Basic Tax Total	Basic Tax Total
	From _____ To _____	From _____ To _____	From _____ To _____	
	Basic Tax Total	Basic Tax Total	Basic Tax Total	Basic Tax Total

Certified that re-imbusement in respect of the telephone/mobile/internet broadband bills have not been claimed by me/my spouse from any other source.

**Instructions:**

- (i) On joining HQ from RO/BO/IO , copy of the joining report has to be submitted for re-imbusement of telephone/mobile/internet broadband bills.
- (ii) Please enclose Telephone, Internet Broadband and Mobile bills along with payment receipts in original.

**Enclosure:**

Signature of the Officer: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Salary Bank A/c No: \_\_\_\_\_

Name of the Bank: \_\_\_\_\_

DRA  
DF

SO( Bills and Claims), Accounts Department.