

Institute of Minerals and Materials Technology
(Council of Scientific and Industrial Research)
BHUBANESWAR-751013

CLAIM FORM FOR REIMBURSEMENT OF MONTHLY CHARGES TOWARDS LAND LINE / MOBILE / BROAD BAND.

1. Name of the Scientist / TO / Officer:-
2. Designation:-
3. I D No:-
3. Grade Pay
4. Residential Address:-

5. Telephone/Mobile/Broad band No as applicable:-
Land line No-
Service Provider Name(land)-

Mobile No.-
Service Provider Name(M)-

Broad Band No-
Service Provider Name(BB)-
6. Whether broad band / internet facilities taken from the office:- YES/NO
7. Whether broad band / internet facilities taken on own at the residence(*applicable for Gr.IV(3) & above or its equivalent grade*):- YES/NO
8. Break-up of the expenditure incurred (Pl. mention the amount in Rs.):
Land Line-Rs.
Mobile-Rs.
Broad band/Internet- Rs.
Total:-Rs.
Amount claimed as per the ceiling- Rs.
9. Bill No. with date (*Pl. enclose the original bills/receipts in support of the claim*):
Land Line-
Mobile-
Broad band/Internet-

DECLARATION:-

I hereby declare that the above Telephone / Mobile / Broad band is / are issued on my name and information as given above are true to the best of my knowledge.

I hereby also undertake to refund or authorize the office to recover from my salary the whole reimbursement amount paid to me in one lump sum in case subsequent clarification from GOI / CSIR makes the reimbursement of pre-paid mobile bills not admissible (*only applicable who claims reimbursement of pre-paid mobile bill*).

Date:-

SIGNATURE

IMPORTANT POINTS FOR REGULATING REIMBURSEMENT OF TELEPHONE/MOBILE/BROAD BAND CHARGES:-

- (1) The reimbursement of the land line/mobile/broad band will be regulated as per the GOI/CSIR instruction on this matter as amended from time to time.
- (2) Those eligible Scientists/Technical Officers & other officers who have taken internet connection at their residence through Institute need not pay the monthly charges as fixed earlier, however Rs.400/ will be deducted from the maximum ceiling amount of the reimbursement per month in lieu of availing the internet service from the Institute. The monthly reimbursement will be processed towards telephone/mobile charges as applicable within the ceiling limit after deduction of Rs.400/.
- (3) All those Scientist/TO/Officers entitled for reimbursement ceiling of Rs.1500/ & above (i.e. Gr.IV (3) & above, Gr.III (6) & above and COA & above) who have not availed the internet/broadband service from the Institute at their respective residence should submit the bill/receipt from the service provider every month to claim the maximum ceiling amount, in case they do not submit the same, the amount reimbursable will be reduced by Rs.400/ per month.
- (4) Reimbursement of pre-paid mobile connection without proper bills/receipts etc. will not be allowed, however pre-paid mobile bill with proper bills/receipts in support of their claim issued by the service providers/authorized sales counter will be accepted subject to the furnishing an undertaking from the staff member concerned that they will refund or authorize the office to recover from their salary the whole reimbursement amount paid to them in one lumpsum in case subsequent clarification from GOI/CSIR makes the reimbursement of pre-paid mobile bills not admissible (only applicable who claims reimbursement of pre-paid mobile bills)
- (5) The monthly reimbursement claim of all eligible officers may be claimed through a prescribed proforma as available with SO-E.III. The prescribed proforma filled in all respects and duly supported by the original bill/receipts should be submitted to SO-E.III by 10th of every month. Any claim submitted after the due date will be processed subsequent months, but claim for more than 3 months without justifiable reasons will not be entertained. The claim bill for the month of April-2009 may be submitted latest by 30.05.09 to SO.E.III.