

Bharat Sanchar Nigam Ltd.
Corporate Office
Admn-I Section

F. No. BSNL/Admn.-I/1-1/Mobile-Reimb/17

Date: 28.12.2017

Corrigendum


To,

All The Executives
BSNL CO.
New Delhi

**Subject – Mobile Handset/Briefcase reimbursement – policy decision -
regarding.**

In reference to this office letter of even no. dated 26.12.2017 on the above subject, the claim period in r/o Mobile handset & Briefcase may be read as 3 years & 4 years respectively.

The Proforma for reimbursement of briefcase is attached herewith.


(Brahm Prakash)
AGM (Admn-I)

PROFORMA FOR REIMBURSEMENT OF BRIEFCASE

I, _____ (Name) _____ (Desig.)
HR. No. _____ hereby declare that I have not claimed any
reimbursement for briefcase in the last 4 (four) years. My last claim date is
_____ and due date is _____.

Date :

Signature of Employee
M. No.

Record maintained and verified by Admn. Branch for reimbursement of
Briefcase for Rs.

Dy. Manager (Admn. & PR)
BSNL CO.

Encl :-

1. Claim form in ERP
2. Original invoice signed by user