

Admn.I Section, BSNL CO
1st Floor Bharat Sanchar Bhawan,
Harish Chander Mathur Lane, New Delhi-110001
Phone: -91-11-23734268 Fax: 23734280



भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

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

Date:- 26/12/2017

To,

All the Executives
BSNL CO
New Delhi

**Subject:-Mobile Handset/Breifcase Reimbursement- Policy Decision,
regarding**

1. It has been decided by the competent authority that in order to have uniform policy in BSNL CO., all the user shall fill the performa (attached below) for mobile handset reimbursement/Breifcase claim and got it certified from Admn. Cell before submitting the claim.
2. This is for kind information for all the concerned.

(Brahm Prakash)
AGM(Admn-I)

PROFORMA FOR REIMBURSEMENT OF MOBILE HANDSET/BREIFCASE

I, _____(Name) _____(Designation)
hereby declare that I have not claimed any reimbursement for
mobile handset/briefcase in the last three years. My Last claim
date is _____ and due date is _____.

Record maintained and Verified by Admn. Branch for reimbursement of Mobile
Handset/Breifcase for Rs. _____.

Dy. Manager (Admn.)
BSNL CO.

Encl:-

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