

**TELEPHONE & BROADBAND REIMBURSEMENT CLAIM FORM**

[Ref.: Letter No.2021/Tele/11(5)/2(3370650) dated 30.08.2022 & 10.01.2024]

1. अधिकारी का नाम/ : \_\_\_\_\_  
Name of Officer
2. पदनाम/Designation : \_\_\_\_\_
3. RUID No. : \_\_\_\_\_
4. Telephone No./ : \_\_\_\_\_  
Broadband ID:
5. Bill Period : From: \_\_\_\_\_ To: \_\_\_\_\_
6. Bill Amount : ₹ \_\_\_\_\_
7. Whether payment receipt enclosed: Yes / No

\_\_\_\_\_  
(Signature of Officer/PS)

**Note:**

- (i) *Please scan duly filled-in and signed form along with the bills and send through e-office to Director/Tele. Thereafter, physical copy should be submitted in Telecom Branch. For officers of SAG and above level, concerned PSO/Sr.PPS/PPS/PS may verify the bills.*
- (ii) *Bill amount should include charges towards Broadband and Telephone services only (including GST). No other component(s) like Platform Services/DTH/ OTT/ Mobile Services etc. charged in the bill is eligible for reimbursement.*
- (iii) *'Platform Services' charges will be reimbursed in exceptional cases only i.e. if no other plan exists with the service provider which has option of not availing Platform Services/OTT/Paid Channels.*

**Following certificate is to be given for claiming Platform services:**

It is certified that no other plan exists with the service provider which has option of not availing Platform Services/OTT/Paid Channels. Hence, I may please be reimbursed charges towards Platform Services raised in the bill submitted herewith.

*(Please strike out if not applicable)*

\_\_\_\_\_  
(Signature of Officer/PS)

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