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|  | DEPARTMENT OF CIVIL ENGINEERINGSARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT**CLAIM FOR REIMBURSEMENT OF TELEPHONE / DATA CARD BILLS** |

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| --- | --- | --- | --- | --- | --- |
| Name: |  | Designation |  | Emp. No. |  |
| Deptt.: | Department Civil Engineering | SBI Bank A/c No. |  |
| Claims For Telephone No. (s) Internet dongle connection |  | Period of Claim : |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr.No. | Telephone / Data Card No. | PERIOD | Bill No. | Date | Amount Paid | Amount Claimed |
| From | To |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |
|  |  |  |
|  |  |  |

Certified that;

1. Certified that above connections are in my name and I have used for official purposes.
2. No Separate residential telephone has been provided to the undersigned.
3. I have not claimed the above for reimbursement elsewhere.

Encl.: Receipts / Bills

Date : **(Dr. )**

 **Professor, DCE**

**(FOR OFFICE USE ONLY)**

The claim has been checked and found correct.

Submitted for sanction / passed for payment of -------------------- (Rupees ------------------------------------------------------------------------------------------------------------------only)

**Dealing Asstt. Superintendent AR/DR (Accounts)**