



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్  
भारतीय प्रौद्योगिकी संस्थान हैदराबाद  
Indian Institute of Technology Hyderabad

भारतीय प्रौद्योगिकी संस्थान हैदराबाद  
**Indian Institute of Technology Hyderabad**

**Finance & Accounts**

Room 201 & 202, Admin Building, Phone: 7060  
कंदी-502285, तेलंगाना, भारत Kandī -502285, Telangana, India

**Telephone Reimbursement**

To,  
The Deputy Registrar,  
Finance & Accounts.

Kindly arrange to reimburse Telephone charges of Rs. \_\_\_\_\_, for the period  
from \_\_\_\_\_ to \_\_\_\_\_ details given below. The amount may be credited to my bank account.

Name of the Faculty/Staff : \_\_\_\_\_. ID: \_\_\_\_\_

Pay level: \_\_\_\_\_. Designation: \_\_\_\_\_

<b>Landline No:</b>		<b>Mobile No:</b>	
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**Details of expenditure:**

Month	Billed Amount		Total	Claimed Amount
	Landline	Mobile		
Total-Telephone Charges(A)				
Broadband Charges:				
Total-Broadband(B)				
Taxes if any (C)				
Grand Total (A +B+C)				

☐ I have been provided with a Landline at my residence.

1. Certified that the above telephones are in my name.
2. Certified that I have incurred the above expenditure towards telephone charges during the period mentioned above.

Date:

Signature