

Guidelines for reimbursement of mobile & broadband charges

1. The reimbursement shall be restricted to actual or entitled limit as notified vide O.O. No.: 661 dated 10.11.2020.
2. The reimbursement shall be claimed on quarterly basis.
3. The case shall be submitted in the first week of April, July, October and January.
4. No backlog bills for reimbursement shall be entertained after three months of the actual due date.
5. At the time of submission of claim all the vouchers along with summary sheet shall be provided on file along with entry of the same in reimbursement of mobile and internet data charges register, of concerned unit.
6. The internal audit unit shall verify the entries in the register and summary sheet on file along with relevant vouchers and process the case for reimbursement.
7. Reimbursement shall not be claimed from the imprest.


15/1/2019