

No. Q/TNM/868/09/2016
Ministry of External Affairs
Establishment Division
TNM Section

Subject: Telephone/Mobile/Broadband reimbursement reg.

The Ministry has been following the norms prescribed by Department of Expenditure, MoF order dated 26th March, 2018 regarding reimbursement of residential telephone/broadband/mobile call charges. In this regard, following may please be noted:

1. W.e.f. 1st April, 2021, the officials may be requested to submit their combined broadband/landline and mobile call charges reimbursement claims with duly filled in proforma (enclosed) once every 4 months (triannual) as per details given below :

Sr. No.	Period	Submitting & processing claims
1	April to July	August
2	August to November	December
3	December to March	April

2. This issues with the approval of competent authority.



(Prem Chand)
Under Secretary (SP)
02.03.2021

To,
All entitled officers of MEA

Government of India
Ministry of External Affairs
(_____ Division)

**CLAIM FOR REIMBURSEMENT OF TELEPHONE CALL CHARGES OF
RESIDENTIAL TELEPHONE/ MOBILE/ BROADBAND**

[To be submitted once every 4 months to TNM Section]

- 1) Name of Officer : _____
- 2) Designation : _____
- 3) Pay level & Basic pay : _____
- 4) Period of claim :
- a) April__ to July__
- b) August__ to November__
- c) December__ to March__
- d) Other_____ (in case of transfer)
- [Only one option is to be ticked]
- 5) Amount Claimed : _____
- 6) Leave availed / training : _____
- undergone, if any for *more than one calendar month,*
- during the above period*
- 7) Bank Account details : _____

8) Telephone number (in case of provided by the Ministry) : _____

9) Details of bills/receipts attached

Sr. No	Telephone No. _____		Mobile No. _____		Broadband _____	
	Period	Amount	Period	Amount	Period	Amount
1.						
2.						
3.						
4.						

I further declare that

- i) The reimbursement claimed against the telephone/mobile/broadband is in my name and was used for official purpose during the above period.
- ii) The amount for which reimbursement is being claimed has actually been paid by me and has not/will not be claimed by any other source.
- iii) Abovementioned claim of month(s) has/have not been claimed earlier.
- iv) My spouse who is entitled to claim reimbursement has not/will not claimed /claim for aforesaid residential telephone of abovementioned period.

Date: _____

Signature with stamp: _____

Name: _____