



Ref. Circular Nos. HO/PERS&I.L./AKV 1/94 dt 01.04.2019 & HO/PERS& I.L./AKV 1/222 dt 01.11.2019

DECLARATION / CLAIM FOR PAYMENT PERMISSIBLE MOBILE TARRIF TO THE EXTENT OF CEILING LIMIT

From		To
Name		Regional Manager, Lucknow
PF		
Scale		
Designation		
Branch/Office		
Region		

Reimbursement of Expenses for the Quarter ended.....

I hereby declare that I have incurred expenses for the following purpose as detailed herein below:

TARIFF OF MOBILE					
Head	YES/NO	Entitlement per month	For the period(quarter)	Eligible amount per month	Total Amount
Mobile provided by Bank(Including SIM)					
Mobile expense claimed from Bank					
Mobile self owned(SIM provided by Bank)					
Only tariff claim					

(Only confirmed officers are eligible for tariff reimbursement subject to under mentioned conditions)

- If any officer exceeds the permissible ceiling limit of mobile tariff at any occasion, the differential amount by which the limit exceeds will be recovered from his salary account.
- All eligible officers must ensure that their Mobile (Contact No :.....) are always switch on (i.e.24 Hours x 07 Days) and get their mobile no. updated in HRMS.
- Safety & security of the Mobile/SIM must be ensured.

I request you to pay me **Rs..... (Rupees.....)** only as per my entitlement and credit the amount to my Salary Account no. ....ld with ..... branch.

Date:

Yours faithfully,

(Signature)

\* For entitlement, please see Ref. Circular Nos. HO/PERS&I.L./AKV 1/94 dt 01.04.2019 & HO/PERS& I.L./AKV 1/222 dt 01.11.2019

For Office Use

Sanctioned Rs.....(Rupees ..... ) only to Mr./Ms/Mrs.....

(Signature with Seal)  
Regional Manager

Date: