



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka Delhi – 110078

*{For reimbursement of Land line/Mobile/internet charges}
*[strike out whichever not applicable]

Department/Office of :
{V.C.Sectt./Registrar/COF/COE/Director/Deans of University Schools etc...}

For the month of : Employee Code:

| S.No. of sub-vouchers | Description | Bill No. & date | Amount (Rs.) | For Use of Accounts Deptt. |
|-------------------------|--|-----------------|--------------|---|
| | | | | Amt. restricted to Rs. as per entitlement |
| (a) | (b) | (c) | (d) | (f) |
| 1 | Land Line (.....) (Mention the service provider) | | | |
| 2 | Mobile phone (.....) (Mention the service provider) | | | |
| 3 | Internet (.....) (Mention the service provider) | | | |
| 4 | | | | |
| (In words) Rupees | | | | |
| only. | | | Total | |

mention whichever is applicable

Certified that:-

- I certify that I am entitled for re-imbursement of telephone/mobile phone/internet charges.
- I certify that in accordance to my entitlement as indicated in S.No1, I am availing the facility on post-paid basis from the service provider as stated in the bill above.
- I certify that the expenditure included in this bill could not, with due regard to the interest of public service, be avoided.
- I certify that to the best of my knowledge & belief, the payments entered in this bill have been duly made to the parties entitled to receive them and relevant sub-vouchers viz. post paid bill raised by the service provider and the receipt obtained thereof have been annexed.
- I certify that the sub-vouchers have been verified/counter-signed by me, being the recipient of the said allowance.
- I also certify that the monetary limits prescribed by the GGSIPU i.r.o. telephone/internet allowance *have not been exceeded/have been exceeded but the reimbursement be restricted to the monetary limit for which I am entitled.

*strike out whichever is not applicable.

PS/Dealing Assistant

Name & signature of the entitled officer with office stamp.

(Note:- Bills i.r.o. V.C.Sectt. there is no financial limit for 1 to 4 above & receipts thereof will be verified/countersigned by OSD to VC or P.S. to V.C is acceptable.)



FOR USE IN FINANCE & ACCOUNTS DEPARTMENT

I have checked the bill w.r.t. to the sub-vouchers and the same is found in order. The officer who has raised the bill is entitled for an amount as at col. (f) above {no limit in case of V.C. Sectt.}

Admitted for Rs. for reimbursement chargeable to "Other Administrative Expenses – (a) Office Expenses – (xiv)Office Telephone Expenses/(xv)Internet Expenses" dg.the c.f.y. 20__-__ as per voucher attached.

Accounts Asstt./Accountant

Vetted w.r.t. standing orders. Expenditure may be sanctioned and the attached voucher Rs. be passed.

Asstt. Accounts Officer (Pre-Check)

Expenditure Sanctioned and the Bill/voucher passed for payment.

Amount paid/reimbursed in cash/bank transfer

Finance Officer

DDO

Cashier