



Rajiv Gandhi Institute of Petroleum Technology
Rae Bareli

Claim for Communication / Internet Expenses
(for Non-Teaching Staff)

Name: _____
Designation: _____
Month for which claim is made: _____
Amount Claimed: ₹ _____ (for mobile/telephone)
₹ _____ (for internet, if any)
Total: ₹ _____.

UNDERTAKING

This is to certify that I have spent ₹ _____ (₹ _____ only)
towards my Mobile/ Internet No. +91 _____ recharge for the month of
_____.

(Signature of employee)

(SIGNATURE OF APPROVING AUTHORITY)

Note: All the claims should be submitted within three months.