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**UNIVERSITY COLLEGE OF MEDICAL SCIENCES
(UNIVERSITY OF DELHI)
Dilshad Garden, Delhi – 110095**

No. MC/GEN/2026/955-C

Dated: 26.09.2026

NOTICE

SUB: SUBMISSION OF CLAIMS FOR REIMBURSEMENT OF TELEPHONE/MOBILE BILLS

All Officers/Officials of the College who are entitled to reimbursement of telephone call charges of residential telephone/mobile/broadband/mobile data/data card expenses, are hereby requested to submit their claims for reimbursement with three (03) months from the date of issue of bill.

The reimbursement claim should be accompanied by the following documents:

1. Original telephone/mobile bill for the relevant period, duly signed.
2. Proof of payment of the bill.

Further, as per the Para No. 4.6 of Office Memorandum No. F NO. 24(3)/E. Coord/2018 dated 26.03.2018 issued by Ministry of Finance, Department of Expenditure, *"Reimbursement for mobile will be restricted to the officer in whose name the mobile connection is registered"*.

All officers/officials are required to submit the claims within the stipulated time to facilitate timely processing and payment of bills.

**ASSISTANT REGISTRAR
(General Section)**

Copy to:

1. All Heads of Departments/Sections, UCMS.
2. Notice Board.
3. UCMS Website.
4. Guard File.