



F.No.5-ITPO(5)/E-I/2009
India Trade Promotion Organisation
(Administration Division)

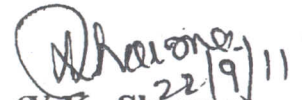
Pragati Maidan,
New Delhi

September 22, 2011

CIRCULAR

The reimbursement of Telephone and Newspaper allowance will be made on the basis of self-certification to be submitted once in a year in April by all eligible employees in the prescribed form enclosed. The perks, under these heads will be disbursed along with the salary of the month. This will be made effective immediately.

2. The employee should ensure that telephone must be in his/her name and information furnished to Administration Division for any change in the telephone number. The records of the original bills are required to be maintained by the individual employee and the same shall be produced, as and when required. In case, IT rebate is to be claimed, the employee may submit the original paid bills to Salary Section before 20th March of each year.
3. This issues with the approval of the Competent Authority.


(Y.K. Sharma)

Deputy General Manager

To: all officers and staff

Copy to:

- PS to CMD
- PA to ED
- SGM&FA
- GMs/HoDs
- Bill Checking Sections/Salary Section/Vigilance Unit
- Regional Offices
- Notice Boards
- Office Order File

India Trade Promotion Organisation

**Perquisites Claim form to be submitted by the employee on
close of the Financial Year**

Period of Claim _____

Name of the Employee _____

Designation _____

Employee No.: _____

S.No.	Perquisites	Amount claimed during the year (Rupees)
1.	Newspaper/Magazines	
2.	Residential fixed line/Mobile/Internet	

I hereby certify that the amount spent by me was not less than the amount claimed above on perquisites as mentioned against each.

I will be maintaining the records of the original bills with me and in case of any tax related query, I will submit the original bills as per requirement.

Date:

Signature of Employee

Employee No. _____