



# DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)  
Shahbad Daulatpur, Bawana Road, Delhi 110 042  
Tel: +91-11-2729 4673, e-mail: ga@dtu.ac.in

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Dated: 22.04.2025

## CIRCULAR

**Subject: Submission of Utilization Certificates for Reimbursement of Mobile/Internet/Residential Phone Bills and Newspaper/Magazine Charges**

As per existing procedure, reimbursement claims for Mobile Phones (including Internet/Residential Phone) and Newspaper/Magazine Charges are processed on a quarterly basis. However, it has been noted that submission of Utilization Certificates for the same is often delayed, hampering the timely processing of claims. Hence, to ensure smooth and timely processing, it is informed that all eligible officers shall submit their **Utilization Certificates on a quarterly basis, Within 10 days from the end of each quarter** to the General Administration Branch, DTU.

The specimen utilization certificate is enclosed herewith.

  
(Prof. Madhusudan Singh)  
Registrar, DTU

### Copy to:-

6. PA to VC, DTU : For kind information of Hon'ble Vice Chancellor of DTU, please.
7. All Dean.
8. All HODs / Branch Incharge with the request to circulate among the staff and faculty Members.
9. All eligible officer, DTU.
10. Head, CC with the request to upload the circular alongwith Utilization Certificate of on the DTU Website.
11. Circular File.

  
(Kuldeep Kumar Sarsar)  
Section Officer (Gen. Admn.), DTU



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**Utilization Certificate**

**FOR REIMBURSEMENT OF MONTHLY MOBILE PHONES BILLS (INTERNET/RESIDENTIAL PHONES)/NEWSPAPER AND MAGAZINES CHARGES**

(Statement to be furnished on yearly basis by the officers of the University to General Administration Branch)

Name of the Applicant : \_\_\_\_\_  
Designation with Deptt. : \_\_\_\_\_  
Pay Level & Basic Pay (Rs) : \_\_\_\_\_  
Entitlement (Per Month) : \_\_\_\_\_  
Claim Period : \_\_\_\_\_  
Claim Amount : \_\_\_\_\_

I certify that I have spent above said amount towards expenses on Mobile Phones Bills (Internet and Residential Phones)/Monthly Newspapers and Magazines for the above said period.

I further declare that: -

- (i) The Newspapers/Magazines/Internet usage/Calls in respect of which reimbursement is claimed, is/are purchased by me.
- (ii) The amount of which reimbursement is being claimed has actually been paid by me as per entitlement and has not/will not be claimed by any other source.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name : \_\_\_\_\_