Telecom Regulatory authority of India
CHECK LIST for
Claim of reimbursement of expenditures incurred in organizing Consumer Awareness Programmes (CAPs)

Sl No	Documents & Benchmark		Half Year	Aurangabad 08-12-2025	Dhule 09-12-2025
1	CAP for FY	3/Half Year, Max-6	4th Qtr.	✓	✓
2	Whether prior approval obtained	Copy of approval attached	Yes	✓	✓
3	Certificate that No CAP was held at this place by TRAI or Other CAG during this or Previous FY		Yes	✓	✓
4	Name of the city of CAP	Block, Village, Panchayat, Taluka		Aurangabad	Dhule
5	Prescribed preform for reimbursement of Expenditure attached		Attached	✓	✓
6	Whether CAP intimation was uploaded on TRAI website		Attached	✓	✓
7	Certificate attached that the CAG has not received or will not seek assistance from any other organisation in respect of expenditure for which reimbursement is being sought.		Attached	✓	✓
8	Report of the CAP attached with Issues/problems raised, suggestions received etc.		Attached	✓	✓
9	Photographs	Location, Banner, Dias & participants.	Attached	✓	✓
		Shared on social media	Attached	✓	✓
10	Attendance Sheet	≥40 participants	No of participants	116	114
11	Screen shots of sharing at least 15 days advance and & 3 days advance on Social Media (Facebook/ Twitter etc.)		Attached	✓	✓
12	Media Coverage	Press clippings	Attached	⊗	⊗
13	Short Video		Attached/ Sent on email	⊗	⊗
14	Copy of cancelled cheque		Attached	✓	✓