

**National Telecommunications Institute for Policy Research Training and Innovation
ALTTC Campus, Govt. of India Enclave, Ghaziabad-201002 (UP)**

Application for Claim of Reimbursement for Purchase of Mobile Handset/ **OR**
Briefcase/ Ladies Purse/ Handbag etc. by Officers/ Officials.

Part 'A' To be filled by the claimant

Sl. No	Particulars	Details
1.	Name of the Officer	
2.	Designation	
3.	Pay Level as per 7 th CPC pay, Matrix & Basic Pay	
4.	Description of Item of Purchase	
5.	Eligible amount of reimbursement	
6.	Date of previous purchase / reimbursement, if available, otherwise on the basis of self-certification	
7.	Whether Bill /Cash Receipt enclosed, along with Seller, No., date and amount	
8.	Name of Bank	
9.	Bank Account No.	
10.	IFSC Code	

I hereby certify that I have not claimed and been paid any reimbursement for Mobile Handset/ or Briefcase / Ladies Purse/ Handbag etc. during the last 3 years in this or my previous office.

Date:-

.....
(Signature of Officer)
Designation

PART 'B' FOR OFFICE USE ONLY

Entry.....

11.	Amount admissible to the Officer	
12.	Amount Claimed	
13.	Amount passed for reimbursement	

IT IS CERTIFIED THAT: -

1. Bill No. _____ dated _____ M/ s _____

claim for the period _____ to _____ passed for
Rs. _____ (Rs. _____)

2 I am entitled for Rs. _____ of Briefcase/ Mobile Hand
Set as per DOT norms.

3 Claim not drawn previously.

4 Last purchase/ reimbursement was made on _____ for
the period _____.

5 The above information is correct as per best of my knowledge and belief. I
am responsible for genuineness / periodicity of claim.

6 Passed for Rs. _____
_____.

Signature

Pre-check for Rs. (Rs)

JAO, TEC

Paid for Rs. (Rs)

ACAO (CASH)