

**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**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of the Officer	
2.	Designation	
3.	Pay Level as per 7 <sup>th</sup> 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 notdrawn 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)**