**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** |
|  | Name of the Officer |  |
|  | Designation |  |
|  | Pay Level as per 7th CPC pay, Matrix & Basic Pay |  |
|  | Description of Item of Purchase |  |
|  | Eligible amount of reimbursement  |  |
|  | Date of previous purchase / reimbursement, if available, otherwise on the basis of self-certification |  |
|  | Whether Bill /Cash Receipt enclosed, along with Seller, No., date and amount |  |
|  | Name of Bank  |  |
|  | Bank Account No. |  |
|  | 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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

1. I am entitled for Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Briefcase/ Mobile Hand Set as per DOT norms.
2. Claim not drawn previously.
3. Last purchase/ reimbursement was made on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. The above information is correct as per best of my knowledge and belief. I am responsible for genuineness / periodicity of claim.
5. P assed for Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 **S i gnat u re**

 **Pre- check for Rs. (Rs. …………………………………………..………)**

**JAO, TEC**

**Paid for Rs. (Rs. ……………………………………………………………)**

**ACAO (CASH)**