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 |  |