|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FORMAT FOR REIMBURSEMENT OF MOBILE PHONE** | | | | | | | | |
| Name of the | officer | |  | | | | | |
| Designation | | |  | | | | | |
| Please tick the pay structure | | | | | | | | |
| Pay structure | | Chairman, Deputy Chairman & CVO | | HOD’s in the scale of Rs.1,00,000- 2,60,000 & above | Deputy HOD’s Rs.16,750/-) & above | Officers in the scale of pay Rs.60,000- 1,80,000 & above (EE/Sr.AO/Sr.ATM/DD/SE/DCAO/DS/Sr.DD) | Officers in the scale of pay Rs.50,000-1,60,000 & above.  (AXE/AO(Gr.I)/ AS(Gr.I)/ | Officers in the scale of pay Rs.40,000- 1,40,000 & above  (AO/AE/AS) |
| Eligible Amount Rs. | | Rs.1,30,000/- | | Rs.25,000/- | Rs.20,000/- | Rs.15,000/- | Rs.10,000/- | Rs.7,500/- |
| Laptop purchased details | | | | | | | | |
| Name of Shop  purchased Laptop | | |  | | | | | |
| Invoice/ Bill No. | | |  | | | | | |
| Value of purchase | | |  | | | | | |
| Make | | |  | | | | | |
| Model | | |  | | | | | |
| Laptop Sl. No. | | |  | | | | | |
| Insurance details | | |  | | | | | |
| **DECLARATION** | | | | | | | | |
| A) The year wise depreciation of laptop over the codal life of 4 years and its residual value  beyond codal life shall be as under if the codal life of the laptop is completed, the  officers upto level of Dy.HOD.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Year wise depreciation | | | Residual value after 4th year | Remarks | | Year 1 | Year 2 | Year 3 | Rs.500 | % of purchase price | | 50% | 25% | 15% | | | | | | | | | |

Note : In case of officer posted out by the Government/MOPSW by way of selection/Promotion/Transfer or Selection in any Major Port, no payment is required to be made for all categories officers Irrespective of completion of codel life.

1. If I resigns/seeks voluntary retirement/ leaves the organization permanently, the depreciated cost shall be recovered as detailed in the order No. MEE/SE1E2/Ele/F.5(38)/2016-22/D.2080 dt 22.07.2022
2. I also abide by all the conditions in the order No. MEE/SE1E2/Ele/F.5(38)/2016-22/D.2080 dated 22.07.2022.

**Signature of the Applicant**

Signature of the Applicant

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| **Recommendation with justification based on the necessity by the HOD** |
| **Head of the department** |

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| **Remarks & approval of the MEE Department** |
| * Laptop details taken in the mobile fixture register * Details furnished by the applicant is verified   **Chief Mechanical Engineer** |
| **Remarks & reimbursement of the Finance Department** |
| FA&CAO |