

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.1,00,00 0- 2,60,000 & above	Deputy HOD's	Officers in the scale of pay Rs.60,00 0- 1,80,000 & above (EE/Sr.A O/Sr.AT M/DD/SE /DCAO/D S/Sr.DD)	Officers in the scale of pay Rs.50,00 0- 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 4 th year	Remarks
Year 1	Year 2	Year 3		
50%	25%	15%	Rs.500	% of purchase price

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.

B) If I resigns/seeks voluntary retirement/ leaves the organization permanently, the depreciated cost shall be recovered as detailed in the order No. MEE/SE1E2/Elc/F.5(38)/2016-22/D.2080 dt 22.07.2022

C) I also abide by all the conditions in the order No. MEE/SE1E2/Elc/F.5(38)/2016-22/D.2080 dated 22.07.2022.

Signature of the Applicant

Recommendation with justification based on the necessity by the HOD

Head of the department

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