

National Highways Authority of India

Application for Reimbursement of cost / retention of mobile instrument admissible as per Office Order No.11041/230/2007-Admn. dated 01.10.2010.

Name & Designation of Officer	Details of mobile instrument				
	Make & Model:	IMEI No.:	Purchased from	Billed amount	Claimed amount

Details of old mobile issued, if any.			
Make & Model:	Date of purchase:	IMEI No.:	Amount reimbursed:

- It is certified that I have joined NHAI on _____. My Grade Pay is Rs._____/-.
In case of retention of mobile instrument, it is certified that I have completed more than one year of service in NHAI.
- It is certified that I have not claimed / issued any mobile instrument during last three years in NHAI.
- It is certified that the old mobile instrument issued / claimed has been written off with the approval of Competent Authority (copy enclosed).
- A Cheque No._____ dated _____ for Rs._____ i.e 5% cost of original cost/depreciated book of old mobile instrument in favour of NHAI is enclosed.
- It is requested that cost of mobile instrument as given in para-01 above may kindly be reimbursed to the undersigned as per my admissibility/entitlement. The original bill duly countersigned is enclosed.

Signature:_____

Name :_____

Designation:_____

Date:_____

S/B Account No. with bank name:_____

To

Asstt. Manager(Admin)