

National Highways Authority of India

Application for Reimbursement of cost / retention of Laptop admissible as per Office Order No.11041/230/2007-Admn. dated 26.03.2010 & partial modification as per Office Order No. 11013/101/2011/IT dated 21.01.2011.

Name & Designation of Officer	Details of Laptop				
	Make & Model:	Product Code:	Purchased from	Billed amount	Claimed amount

Details of old Laptop issued, if any.			
Make & Model:	Date of purchase:	Product Code:	Amount reimbursed:

- It is certified that I have joined NHAI on _____. My Grade Pay is Rs._____/-. In case of retention of Laptop, 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 Laptop during last three years in NHAI.
- It is certified that the old Laptop 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 Laptop in favour of NHAI is enclosed.
- Necessary documents like an undertaking and certified photocopy of warranty card is enclosed.
- It is requested that cost of Laptop 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)

National Highways Authority of India
G-5&6, Sector-10, Dwarka, New Delhi

(Undertaking)

(As per requirement of para 'a' of Office Order No.11013/101/2011/IT, dated 21.01.2011 for reimbursement of Laptop.)

This is to certify that I, _____,
designation _____, have purchased good quality branded Laptop inclusive
of warranty only from original equipment manufacturer or through its authorized dealer with pre-loaded
operating system software, word processing and other application software, anti-virus and other peripherals.

Signature: _____

Name : _____

Designation: _____

Date: _____