

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. _____

Date: _____

REQUEST FOR REIMBURSEMENT OF BRIEFCASE OFFICE BAG LADIES PURSE

(Ref.: Finance Committee resolution vide agenda item no.FC 18.06 dated 22/06/2019)

Name: _____ Emp. Code: _____

Designation: _____ Matrix & Level: _____

Dept./Section: _____ Date of Joining: _____

S.No.	Level of Officer/Official	Upper Cost ceiling
1.	Director/Dy. Director	₹8,000/-
2.	Registrar/Professor	₹6,500/-
3.	Associate Professor / Assistant Professor (Gr-I) /Joint Registrar / Deputy Registrar	₹5,000/-
4.	All Group-A Officer (Pay Matrix Level-10 and 11)	₹4,000/-
5.	All Group-B employees	₹3,500/-

The last claimed date: _____ The last claimed amount: _____

The total amount of ₹ _____ may please be approved. I further declare that:

- i) The Briefcase, Office Bag and Ladies Purse in respect of which reimbursement is claimed, is/are purchased by me.
- ii) The amount for which reimbursement is being claimed has actually been paid by me and has not/will not be claimed by any other source.
- iii) The Briefcase, Office Bag and Ladies Purse has been purchased for the official use only.

I hereby attached the valid bill in original for reimbursement.

Forwarded to Establishment

Signature of Employee

Counter Signature of the HoD/Coordinator

FOR OFFICE USE ONLY

1. Last claim date : _____
2. Last claim amount : _____
3. Present claimed amount : _____
4. Claim admissible : _____

Junior Assistant (Estt.)

Superintendent (Estt.)

Asstt./Dy. Registrar (Estt.)

Jr. Assistant (A/cs.)

Superintendent (A/cs.)

Asstt./Dy. Registrar (A/cs.)

NOTE: Account Section shall forward photocopy of this form to Establishment Section for keeping the record in the respective file.