

## Modern Coach Factory, Raebareli

### Application form for Laptop Reimbursement against procured Laptop by Officer

EMP Full Name ..... Designation ..... Bill unit.....  
Emp No. .... Department..... Mobile No. ....  
Belong to JAG Confirmed (Yes / No) .....  
Account No.....IFSC Code.....Bank Name .....  
(Details of Account No. with IFSC Code where claimed amount is to be reimbursed):

#### Information regarding laptop procured :

- Make .....Model.....Serial No.....
- Bill/Invoice No. ....Bill/Invoice Date.....
- Procured Amount (Rs.) .....Reimbursement Amount Claimed (Rs.) .....
- Whether the outlet/agency is an authorized outlet of the OEM (Yes /No) .....
- The details of laptop mentioned above has actually been procured by me & shall be treated as official equipment of the Railway in possession of the officer (Yes /No).....
- The reimbursed amount is liable to be recovered from me in case of false declaration detected at any time (Yes /No) .....
- The procured Laptop having **Make in India (MII)** component of **more than 40%** (Yes/No) .....
- Last laptop procured date \_\_\_\_/\_\_\_\_/\_\_\_\_ MCF Challan no.....Challan Dt.....  
of amount.....OR This is my first reimbursement (Yes/No).....
- If I have been procured a laptop earlier, I confirm that it has completed its codal life of 4 years on  
\_\_\_\_/\_\_\_\_/\_\_\_\_ .

#### Documents to be attached (self Attested):

- Documentary proof of laptop in possession at present.
- Original **invoice-cum-delivery challan** along with **money receipt** from the OEM or its authorized outlet for the laptop procured.
- Attached Make in India (MII) certification having component more than 40%.
- Application form in 3 copies. One copy is to be given to the nodal IT officer, one to the salary bill preparing officer and one to the office maintaining service record.

#### Declaration

- I have read the rules of Railway Board IT Circular no. 2011/C&IS/Committee/ Laptops/Pt. II dated 09-05-2025 located on the MCF/RBL website and I agree for the same.
- I agree to surrender the officer desktop computer, if any, in my possession and the same shall be put to other official use as decided by the nodal IT officer of my department.
- If my retirement is due or if I leave the Railways in the next 4 years, I give my consent for deducting the residual value of the laptop/notebook (procured now) from my salary as per details given in Railway Board IT Circular no. 2011/C&IS/Committee/ Laptops/Pt. II dated 09-05-2025.
- The rates are reasonable.
- The complete onus of ensuring and certifying authenticity and correctness of details mentioned above & the submitted document at the time of reimbursement claim shall lie with the concerned officer claiming reimbursement and not with the sanctioning authority.

Date :

(Signature of concerned officer with seal)