

Modern Coach Factory, Raebareli

Reimbursement Claim Form for Procurement of Laptop / Notebook by Concerned Officer

1. I have read the rules of Railway Board IT Circular no. 2011/C&IS/Committee/ Laptops/Pt. II dated 08-05-2020 located on the MCF/RBL website and I agree for the same. Yes /No* _____
2. I agree to surrender the office 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. Agree /Not Agree* : _____
3. I have / have not* been issued a laptop on ____/____/____.
4. If I have been issued a laptop earlier, I confirm that it has completed its codal life of 4 years on ____/____/____ and that I have already deposited the residual value as per Railway Board IT Circular no. 2011/C&IS/Committee/Laptops/Pt. II dated 08-05-2020 vide Cheque no. _____ dated ____/____/____ at _____ for an amount Rs. _____.*
5. I give my consent for deducting the residual value of the laptop/notebook (procured now) on completion of its codal life of four (4) years from my salary as per details given in Railway Board IT Circular no. 2011/C&IS/Committee/ Laptops/Pt. II dated 08-05-2020.* Yes /No* _____
6. 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 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 08-05-2020. Yes /No* _____
7. I have procured a laptop as per the following details (Invoice-cum-Delivery Challan and Money Receipt enclosed in original):

Make _____

Procured From: _____

Whether the outlet/agency is an authorized outlet of the OEM: Yes /No* _____

Machine Model: _____

Machine S/N: _____ Bill Invoice No & Date: _____

Date of Procurement: ____/____/____

Cost of Procurement: _____

Amount of Reimbursement: _____

I certify the following:

- (i) The rates are reasonable; Yes /No* _____
- (ii) The laptop as declared at para 7 hereinabove has actually been procured by me; Yes /No* _____
- (iii) The reimbursed amount is liable to be recovered from me in case of false declaration detected at a later date. Yes /No* _____

Signature

Name: _____

Department: _____

Designation: _____

Bill Unit: _____

Emp No. _____

Mobile No. _____

Account No. with IFSC Code (where payment is to be sought): _____

Confirmed in JAG or above – Yes / No*: _____.

Note

- Please attach documentary proof of laptop in possession at present. Also attach original copy of relevant MRs on the copy given to nodal IT Officer.
- Please attach original **invoice-cum-delivery challan** along with **money receipt** from the OEM or its authorized outlet for the laptop procured.
- Please attach the original **receipt/acknowledgement of Cheque (paid in favor of FA&CAO/MCF/RBL)** towards payment of the residual value of the previous laptop (if applicable). The head of Allocation is "WMS – AOH – 0122956".
- Format to be made 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.

***strike off whichever is not applicable**