

FORMAT FOR REIMBURSEMENT OF PURCHASED MOBILE PHONE

Name of the officer			
Designation			
Department phone provided	YES/NO		
Please tick the pay structure			
Pay structure	Deputy HOD and officers in the scale of pay Rs.20,600/- to Rs.46,500/- (pre -revised scale of Rs.10,750/- to Rs.16,750/-) & above	Rs.20,600/- to Rs.46,500/- (pre -revised scale of Rs.9,100/- to Rs.15,100/-)	Rs.16,400/- to Rs.40,500/-
Eligible Amount Rs.	Rs.10,000/-	Rs.7,500/-	Rs.5,000/-

Cell phone purchased details

Name of Shop purchased cell phone	
Invoice/ Bill No.	
Value of purchase	
Make	
Model	
IMEI No.	
Insurance details	

Declaration

A) If I am leaving the service of VOC Port Trust due to transfer / deputation / absorption /lien etc within Government Organization, then I accept the option either to

- Return the mobile phone
- or
- refund the balance amount and keep the mobile phone with me

(For Mobile Phones: The year wise depreciation of mobile phone over the codal life of 3 years and its residual value beyond codal life shall be as under:

Year wise depreciation			Residual value after 3 rd year	Remarks
Year 1	Year 2	Year 3		
50%	25%	15%	10%	% of purchase price.

)

B) If I resigns/seeks voluntary retirement/ leaves the organization permanently, the depreciated cost shall be recovered as detailed in the order No. MEE/SE1E2/Elc/F.5(38)/2016/D.3679 dated 18.08.2016

C) I also abide by all the conditions in the order No. MEE/SE1E2/Elc/F.5(38)/2016/D.3679 dated 18.08.2016

Signature of the Applicant

Recommendation with justification based on the necessity by the HOD

Head of the department

Remarks & approval of the MEE Department

- Mobile device details taken in the cell phone fixture register
- Details furnished by the applicant is verified

Chief Mechanical Engineer

Remarks & reimbursement of the Finance Department

FA&CAO