Annexure II

Northern Railway

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 09.05.2025 located on the Northern Railway website and I agree for the same.
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.
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 deposit the residual value as per para 5 of Railway Board IT Circular no. 2011/C&IS/Committee/Laptops/Pt.II dated 09.05.2025 vide MR 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 para 5 of Railway Board IT Circular no. 2011/C&IS/Committee/Laptops/Pt.II dated 09.05.2025.*
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 of the laptop/notebook (procured now) from my salary as per details given in para 5 of Railway Board IT Circular no. 2011/C&IS/Committee/Laptops/Pt.II dated 09.05.2025.*
7. I have procured a laptop as per the following details (Invoice-cum-Delivery Challan and Money Receipt enclosed in original):
   Make/OEM:
   Procured From:
   Whether the outlet/agency is an authorized outlet of the OEM: YES / No*
   Model:
   Date of Procurement:
   Cost of Procurement:
   Amount of Reimbursement claimed:
8. I certify the following:
   (i) The rates are reasonable;
   (ii) The laptop as declared at para 7 herein above has actually been procured by me;
   (iii) The reimbursed amount is liable to be recovered from me in case of false declaration detected at a later date.

Signature
Name:
Department:
Designation:
Unit:
AU:
BU:
PF No.
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 outlets for the laptop procured.
- Please attach the original Money Receipt (MR) towards payment of the residual value of the previous laptop (if applicable) from the Divisional Cashier (Receipts) or any Station.
- Format to be made in 3 copies. One copy is to be given to the nodal IT officer, one of the salary bill preparing and one to the office maintaining service record.

*** Strike off whichever is not applicable**