

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/Laptop/Pt. II dated 09/05/2025 located on the Northern Railway website and I agree for the same.
2. 'Laptop' is official equipment in addition to the Desktop PC in Office or any other computing devices provided except under this policy.
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 para 5 of Railway Board IT Circular no 2011/C&IS/Committee/Laptop/Pt. II dated 08/05/2020 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/Laptop/Pt. II dated 08/05/2020.*
6. If my retirement is due or if I leave the Railway 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 para 4.5 and 5 of Railway Board IT Circular no 2011/C&IS/Committee/Laptop/Pt. II dated 08/05/2020.*
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/distributor 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 hereinabove has been actually procured & maintained by me;
 - (iii) The reimbursed amount is liable to be recovered from me in case of false declaration detected at a later date.
 - (iv) The payment for purchase of the Laptop is done in Indian Currency (Rupee).
 - (v) The delivery of the device(s) has been taken in India.
 Name:
 Department:
 Designation:
 Bill Unit:
 PF No.:
 Confirmed in JAG or above- Yes/No*
 Contact No.

Officer Signature
(With stamp)

Note

- Please attach document proof of laptop in possession at present. Also attach original copy of relevant MRs on the copy given to nodal IT officer.
- Please attach the original Money Receipt (MR) toward payment of the residual value of the previous laptop (if applicable) from the Divisional Cashier (Receipts) or at any Railway Station under Allocation Head – Z657.
- Please attach latest Salary Slip and / or joining orders in present post to ascertain entitlement of reimbursement amount.
- 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**

Northern railway

Reimbursement Claim form for Repair and Maintenance of Laptop/Notebook

1. I have read the rules of Railway Board IT Circular no 2011/C&IS/Committee/Laptop/Pt/II dated 09/05/2025 located on the Northern Railway website and I agree for the same.
2. I have procured a laptop as per the following details (copy of Invoice–Cum-Delivery Challan and Money Receipt enclosed):
 Make/OEM:
 Procured From:
 Model:
 Date of Procurement:
 Cost of Procurement:
 Reimbursement received on:
 Reimbursement Amount:
3. I have undertaken repair and maintenance of the above laptop as per the following details (the original Invoice and Money Receipt enclosed):
 Exact Description of the Repair and Maintenance:
 Whether Covered under para 2.1.6 of the Railway Board IT Circular: Yes/No*
 Repair and Maintenance done from:
 Whether the outlet/agency is an authorized outlet/distributor of the OEM: Yes/No*
 Date of Repair and Maintenance:
 Cost of Repair and Maintenance:
 Amount of Repair and Maintenance Claimed:
 Whether satisfied with the Repair and Maintenance: Yes/No*
4. the following is the details of Repair and Maintenance undertaken on the above laptop and reimbursed thus far (copies of invoice and money receipt enclosed):

S. No.	Exact Description of Repair and Maintenance undertaken	Date of Repair and Maintenance	Cost	Amount Claimed	Date of Reimbursement	Amount of Reimbursement

5. It is to certify the following:
 - (i) The amount spent on purchase of this laptop was Rs._____.
 - (ii) The total entitlement of the officer is Rs. _____.
 - (iii) The amount spent thus far on the repair and maintenance of the laptop is Rs._____.
 - (iv) The amount still available for repair and maintenance is Rs. _____.
6. I certify the following:
 - (v) The rates are reasonable;
 - (vi) The repair and maintenance as declared at para 3 hereinabove has actually been undertaken by me;
 - (vii) The reimbursed amount is liable to be recovered from me in case of false declaration detected at a later date.
 Name:
 Department:
 Designation:
 Bill Unit:
 PF No.:

**Officer Signature
(With stamp)**

Note

- Please attach original invoice and money receipt from the OEM or its authorized outlet/distributor for the repair and maintenance.
- Please attach of Invoice–Cum-Delivery Challan and Money Receipt obtained during the procurement of the laptop.
- Please attach copy of the invoice and money receipts for all the past events of repair and maintenance for which reimbursement was received.

***Strike off which is not applicable**

Self Declaration for Reimbursement Claim for Procurement of Laptop/Notebook by officer concerned

I _____, Designation _____ hereby declare that:

- (i) The rates are reasonable.
- (ii) The laptop has been actually procured/ got repaired & maintained by me.
- (iii) The reimbursement amount is liable to be recovered from me in case of false declaration detected at a later date.
- (iv) The cost of laptop and the cost of repair and maintenance are clubbed together in single invoice so I am responsible for repair and maintenance of the laptop.
- (v) No amount would be claimed by me after procuring laptop with repair and maintenance (AMC).
- (vi) The laptop bought online by me will be in use for official work.
- (vii) The Procured Laptop has not been returned and the bill produced by me is original.
- (viii) All the conditions as per the policies regarding Laptop reimbursement have been complied with.

Request Received From

**Officer Signature
(With stamp)**