

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY  
GORAKHPUR CENTRE  
MMM University of Technology Campus, Deoria Road Gorakhpur-273010**

Date :

**Subject : Reimbursement cost of Briefcase / Leather Bag.**

Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Grade Pay : \_\_\_\_\_  
Details of previous purchase : \_\_\_\_\_  
Cost of Purchase : \_\_\_\_\_  
Bill NO. & Date : \_\_\_\_\_  
(Original to be enclosed)

**CERTIFICATE**

This is to certify that briefcase/leather bag earlier purchased by me has become old/non-functional.

Signature of Officer  
Name :

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**FOR ADMIN USE**

The entry of bag purchased by Shri \_\_\_\_\_ has been entered on page no. \_\_\_\_\_ at serial no. \_\_\_\_\_. As per record, Shri \_\_\_\_\_ has not claimed reimbursement during last three years from date of purchase of bag/briefcase.

Asstt. Director (Admn)

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**FOR ACCOUNTS USE**

Claimed passed for Rs. \_\_\_\_\_.

**Deputy Director (Finance)**

**Drawing & Disbursing Officer**

**Executive Director**