

		Claim for reimbursement of expenses on Desk-Top PC installed at the residence of the Officers towards its Maintenance, Internet connectivity, Hardware/Software up-gradation/add-on	
Name of the Officer		Employee No.	
Designation		Department	
Brand/Make of the PC installed at residence		Year of procurement	
Maintenance & Internet Connectivity for the Financial Year		200 - 200	
I certify that my expenditure on Maintenance and internet connectivity on the above PC has not been less than the amount claimed as per details given below, which may be reimbursed to me as per Rules.			
Expenses on Maintenance & Internet Connectivity			Rs.
Hardware and/or Software up-gradations/add-on during F.Y			200 - 200
I have carried out following hardware/software up-gradation/add-on, the expenses for which may be reimbursed to me as per Rules. Original Cash Memo(s) is/are attached.			
Expenses on Hardware up-gradation(s)/add-on			Rs.
Expenses on Software up-gradation(s)/add-on			Rs.
List of add-on/up-gradations carried out-hardware/software	Amount Rs.	Cash Memo No.&Date	Name of the Party
Total amount claimed for reimbursement under I & II above			Rs.
Date : _____ Signature of the officer _____			
For use of P&A Department			
Revised cost of Desk-Top PC from the current F.Y after adding cost of Hardware/Software up-gradation(s)/add-on, claimed above:			Rs.
Under(I) above – Rs	Under(II) above - Rs	Total Rs.	
Signature of the officer of HR Dept. _____			
For use of Finance Department			
P C Voucher No.	Dated :	A/C Code :	
Passed for payment of Rs. (Rupees in words)		A/C Head :	
Asst. / Accountant		Received payment	
A.O/SAO		Date : Signature	