



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश  
**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**  
Near National Highway No. 216A, Kadakatla, Tadepalligudem – 534101  
West Godavari District, Andhra Pradesh, India

No.: NITANP/

Date: / /

**Application for reimbursement of Briefcase/Office Bag/ Ladies Purse**

Reference Circular: NITANP/ODPD/2024-25/3253 dated 17.12.2024

: NITANP/ODPD/2024-25/3964 dated 24.02.2025

Vide reference above, the undersigned hereby submit the application for reimbursement of bill towards the purchase of Briefcase/Office bag/ Ladies Purse. The details are as under:

Name of the Employee

Current working entity

Basic Designation

Level as per 7<sup>th</sup> CPC

Item Purchased

Briefcase/ Office bag/ Ladies Purse

Bill No. having GST number  
(Original invoice attached)

Bill Date

(Considered as date of purchase)

Next round of issue shall be  
on/after

Amount to be claimed

The details submitted above are true to best of my knowledge. I am aware and abide to the rules & regulation pertaining to this claim. The amount can be recovered from my salary by the institute if my claim is found to be inappropriate even at later stage.

Forwarded by

Signature of applicant

Respective Head/ Dean

Verification and entries at General Administration Section (SGAD):

The details of purchase are entered in respective service register. The details are verified such that the employee is entitled for the reimbursement for the purchase of Briefcase/Office bag/ Ladies Purse and this claim is falling under the condition of once in three years from the date of issue of earlier one.

Superintendent, SGAD

OIC, SGAD

Registrar/ Dean, FA

To

Pay & Accounts Section with a request to process the reimbursement case as above