

Application for purchases of mobile handsets for executives posted and working in cities (non-plant location) who are provide with official mobile phone facility.

1. I have purchased a mobile phone of .....make  
.....mobile no. on.....at a price of Rs. ....
- 2 .I have enclosed photocopy of the money receipt/cash- memo of the above purchase.
- 3 I have read the terms and condition of the circular No. SAIL//Admn/TC/SAIL-CUG / 2010 dated.18.08.10 and agree to abide by them.

SIGNATURE  
NAME  
DESIGNATION  
DEPARTMENT  
SAIL P.No.

DATE

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FOR USE ON ADMINISTRATION DEPARTMENT

An amount of Rs.....(Rupees.....)

May be released to shri / Smt. ....towards reimbursement of  
purchases of mobile handset.

SIGNATURE  
DESIGNATION

DATE

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FOR USE IN FINANCE DEPARTMENT

An amount of Rs.....(Rupees.....)

has been released to Shri / Smt.....towards reimbursement of  
purchased of mobile handset

SIGNATURE  
DESIGNATION

DATE