

EAST COAST RAILWAY

Office
Address
Date

No.

To,
ACC/HQ/BBS
Divisional Cashier
KUR, WAT, SBP & MCS W/S.

Sub : Depositing Residual value of Laptop/Note Book.

Please acknowledge an amount of Rs. (in words
.....) The amount may
please be credited to Z-657-99 i.e., **93065799**. (Authority Sr. SM(IT) 's letter No
No.ECoR/BBS/IT/Laptop/ 2120 Dt.09/10.08.2011). Copy of the challan with the money
receipt may be sent to associate Accounts officers for entry in service sheet.

1. Name of the Officer	
2. Designation	
3. PF No./Emp No (as recorded in pay slip)	
4. Laptop Model	
5. Serial No.	
6. Original Price Rs. as per PO	
7. Percentage	
8. Residual Value Rs.	
9. Signature of the Officer	

(Name)
Designation