

Indian Audit and Accounts Department
Office.....

Purchase of Official Bag/Briefcase/Ladies Purse Reimbursement Claim Form
(To be filled in BLOCK LETTERS)

1. Name of the Official :
2. Designation & Section :
3. Employee Code No. :
4. Mobile /Telephone No., E-mail address, if any :
5. Details of bill submitted:-
 - (i) Invoice / Bill No. with date :
 - (ii) TIN No. :
6. Details of last reimbursement claimed, if any
 - (i) Invoice/ Bill No. with date :
7. Bank Account Details :-
 - (i) Name of the Bank, Branch with address :
 - (ii) Bank A/c No. :
 - (iii) Branch MICR Code :
 - (iv) IFSC Code :

Name of Official:.....
Designation :

Date:

Mobile No.....

UNDERTAKING

I hereby undertake that I have never claimed for reimbursement of expenditure incurred towards purchase of official bag/briefcase/ladies purse either in Hqrs. or in Mission till date or in last three years. At any stage if found I have given or suppress the facts given in my undertaking competent authority may kindly take suitable disciplinary action.

(Signature)

Name of Official:

Designation:

Date:

Documents to be attached

1. Original bill(with Name, Bill no./Invoice no.,TIN etc.) for the reimbursement amount claimed
2. Photocopy of Bill
3. Photocopy of Filled form