

REQUEST FOR REIMBURSEMENT OF EXPENSES INCURRED TOWARD REPAIRS OF FURNITURE PROVIDED TO MY RESIDENCE

From:

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To:

The Assistant /Deputy /General Manager
ZONAL OFFICE
BE/SSD HO MANGALORE/IIBD MUMBAI

Through the

Sub:Request for reimbursement of expenses incurred towards repairs of furniture provided to my residence

Ref:PAD:HO Cir No.300/2009 dt. 30.05.2009 (new scheme 2009)

I hereby apply for reimbursement of eligible expenditure under the captioned scheme in respect of my following Furniture/Fixture/Electrical Items provided to my residential quarters

Sl No	Furniture/ Fixture/ Electrical Items	Date of purchase	Original Purchase Price	6 th Year [10%]	7 th Year [10%]	8 th Year [10%]	Cumulative position	Total

I hereby declare that:

- a) I have not claimed any amount of repair charges for the above individual item as per the old scheme
- b) The Expenditure is actually incurred by me for repairs of the furniture for which necessary expenditure bills are held by you
- c) The items which are provided at my residential quarters, in respect of which reimbursement expenses towards repairs is/are claimed is /are held by me in good condition

Date:

Place:

Yours faithfully,

Signature of the Officer

NOTE TO THE GM/DGM/AGM/CM

Ref no.

Date:

The claim made by the officer conforms to the norms. We may sanction Rs.....as repairs to Furniture /Fixture /Electrical Items on declaration basis

Officer

Sr Manager/CM/AGM/DGM