

Rail Coach Factory, Raebareli

**APPLICATION FORM FOR REIMBURSEMENT OF
AMOUNT OF BRIEF CASE/LADIES BAG**

1	Name of applicant	
2	Designation	
3	Department	
4	Bill Unit	
5	Employee No.	
6	Pay +Grade Pay =Basic Pay	
7	Entitlement up to Rs.	
8	Date of previous purchase, if any	
	(a) Whether being surrendered or retained by officer/staff	
9	(b) If retained, the 10% amount shall be deducted from the entitled amount	
10	Cost of the briefcase/ladies bag	
11	Amount claimed	

Date.....

DA: Original Bill duly verified and
Signature of applicant

Signed by the officer

Countersigned by controlling officer
with name and designation
(Only in case of below JAG officers)

Dy.CPO