

## Indian Council of Medical Research (HQ)

Dated: .....

Proforma for claiming reimbursement of briefcase/ official bag/ Ladies Purses Allowances

1.	Name of the Govt. Servant	
2.	Date of Joining	
3.	Designation	
4.	Pay level of Govt. Servant	
5.	Basic Pay of Govt. Servant	
6.	Name of the Division (in ICMR HQ)	
7.	First Claim (Yes/No)	
8.	If not first claim then last date of bag reimbursement received	
9.	Whether last issuance/ purchase was made before three years?	
10.	Whether bill/ cash memo in original is enclosed (must be submitted)	
11.	Bill/ Cash Memo No. and Date	
12.	Amount of claim (in Rs. Incl GST)	
13.	Vendor Details	

Certified that the information furnished above are complete and correct and I have not suppressed any relevant information. In the event of any change in the particulars given above which affect my eligibility for reimbursement of above allowance. I undertake to intimate the same promptly and also to refund excess payments made, if any. Further, I am aware that if at any stage the information/ documents furnished above is found to be false, I am liable for disciplinary action.

Signature with Date

\* It is mandatory to attach forwarding letter, PFMS detail copy, original bill/ invoice along with this proforma.