

**Ministry of External Affairs**

**Purchase of Official bag/Briefcase/Ladies purse Reimbursement Claim Form**

(To be filled in **BLOCK LETTERS**)

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

(Signature)

**Name of official:**.....

**Designation:**.....

**Date:**.....

**Phone no./Intercom:**.....

**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 Ministry 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