

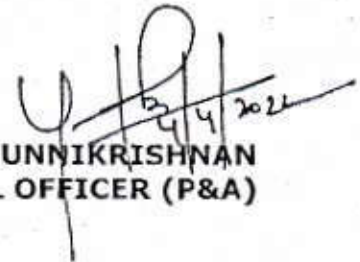
INSTRUMENTATION LIMITED: PALAKKAD
(P&A DIVISION)

No.ILP/Admn/V.02/2022

Dated: 02.04.2022

CIRCULAR

Employees who are eligible to claim reimbursement of amount spent on purchase of Shoes/Sandal for the block commencing from **01.04.2022 to 31.03.2023** as per Circular No. ILP/ADMN/WELF/2021 dated 01.10.2021 and note No. ILP/Admn/V.02/2016 dated 08.01.2016 may submit application in the prescribed proforma to P&A Division latest by 17.04.2022.


PN UNNIKISHNAN
SR. PERSONNEL OFFICER (P&A)

- Notice Boards
- All HoDs

INSTRUMENTATION LIMITED: PALAKKAD
(P&A DIVISION)
FORM FOR REIMBURSEMENT OF THE COST OF ONE PAIR OF SHOES/ SANDAL

PERIOD: FOR THE YEAR 2022 - 2023:

It is certified that I have purchased one pair of black shoe with laces/medium size sandal for the year commencing from 01.04.2022 to 31.03.2023 and have incurred an amount of Rs._____ (Rupees_____only). The admissible amount as per rules may kindly be reimbursed to me.

Signature : _____

Name : _____

Ref. No. : _____

Designation : _____

Dept. : _____

Date of Joining : _____

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1. Claim has been checked as per condition stipulated in Circular No.ILP/ADMN/WELF/2021 dated 01.10.2021 and note No ILP/Admn/V.02/2016 dated 08.01.2016. The employee is eligible for reimbursement of a sum of Rs.900.00 (Rupees Nine Hundred only) for the period from: 01.04.2022 to 31.03.2023.
2. The claim is not covered under the rules due to the following reason/s:

(Strike out (1) or (2) whichever is not applicable)

Dealing Assistant _____ Checked by _____ Officer I/C P&A Divn. _____

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Verified and passed for payment of Rs._____ (Rupees _____only).

Dealing Supervisor _____ Checked by _____ Officer I/C F&A Divn. _____