

VIJAYAWADA

DT:- / /

FROM

Name:-

Desg:-

Pf no:-

B.Unit no:-

TO

THE SR.DCM,

VIJAYAWADA.

Sub:-Request for release of amount for Briefcase/Office Bag purchased-reg

Ref:-O/o No.G.203/Policy/Trans/Vol.IV dated 21-01-2019

Ref:-O/o No.G.203/Policy/Vol.V dated 11-03-2013

Ref:-Railway Board Office Order No.23 of 2013

I ( \_\_\_\_\_ ) working as

\_\_\_\_\_ requests your goodselves to kindly sanction

the amount for the Briefcase/Office Bag purchased by me,for which the bill is

enclosed herewith.

Thanking you sir

Your's sincerely

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Enclosure:-invoice/bill for the claim amount