



Aryavart Bank

Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow.

(AN UNDERTAKING OF GOVT OF INDIA, U.P. GOVT. & BANK OF INDIA)

Ref. Circular Nos. HO/PERS&IL/AKV-01/94 Dated 01-04-2019

DECLARATION / CLAIM FORM FOR PAYMENT OF NEWSPAPER, ENTERTAINMENT EXPENSES & FIXED CONVEYANCE ALLOWANCE

From:	To,
Name	The General Manager / The Regional Manager
Designation.....	The Chief Manager / The Branch Manager
Branch/Office.....	Personnel Dept., Head Office /
Distt.....Region/
P.F. No.....Branch

Dear Sir,

Reimbursement of expenses for the Quarter ended _____ 20____

I hereby declare that I have incurred expenses for the following purpose as detailed herein below:-

Head of expenses			Entitlement per month*	For the period (Quarter)	Eligible Amount per month	Total Amount (I)
Newspaper						
Entertainment						
Fixed Conveyance:						
Type of Vehicle	Registration No.	Date of Acquisition Liters Per month			
TOTAL						

- ▶ I hereby declare that the vehicle detailed above is owned by me and the declared fuel expenses claimed by me are pertaining to the said vehicle.
- ▶ I hereby declare that I use my aforesaid vehicle for travel on duty for Bank's work up to a radius of 10 kms from the Branch/Office, as per the scheme in this regard. I further declare that I have not made any additional claim for travelling expenses for the period mentioned above and for journeys within the radius ofKms.
- ▶ I hereby declare that I have availed following leave during the period:

Sl. No.	Month	Type/s of Leave	Total No. of Days	No. of Occasions
1.				
2.				
3.				

2. I request you to pay me ` _____ Rupees _____ only as per my entitlement and credit the amount to my salary Account – SB/Staff OD Account No _____ with _____ Branch.

Date: _____

Yours faithfully,

(Signature)

Full Name: _____

* For entitlement, please see reverse

For office use

Sanctioned ` _____ (Rupees _____ only) to Mr./Ms. _____

(Signature with seal)
Regional Manager/ Chief Manager/Senior Manager/ Branch Manager

Date: _____