



## Requisition for Reimbursement

Date: /.../202\_

Name & Designation of claimant.....	Department .....
Budget Head: Institute/ Project/ CPDA/ FIG/ FDP/ Conference/Workshop/any other Details of budget head (if applicable):.....	
I had spent an amount of ₹....., towards.....with due administrative approval and hereby submit following bills/vouchers for reimbursement/ payment (use separate sheet if required):	

Sl. No.	Details of expenditure	Bill No. and Date	Head (Consumable/ Non-Consumable / Contingencies)	Amount (in ₹)	Payment to (self/party) please mention as applicable
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
<b>Total (in ₹)</b>					

Forwarded by

(Signature of the Claimant)

Enclosures: (please mention as applicable)

1. Copy of Administrative Approval	2. Invoice/Bill with copy of PO/WO
3. Copy of stock register entry page	4. Bank details of self/vendor
5.	6.

**Forwarded to  
DR (F&A)**

Checked and verified, we recommend for payment of ₹. ....after deduction of GST TDS....., IT TDS.....and LD Charges.....

**AR (F&A/PCM)**

**IAW**

**DR (F&A)**

**Registrar/DORC**

**Director**



**GFR Certificate for purchases up to ₹50,000/-**

**Certificate as per Rules 154 of GFR-2017**

Certified that, I..... am personally satisfied that these goods/services purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price. It is also certified that the items have been entered in the respective stock register(s) at Page No.....

(Signature of the Claimant)

**GFR Certificate for purchases more than ₹50,000/-**

**Certificate**

**Purchase of Goods by Purchase Committee**  
**Rule 155 of General Financial Rules (GFR) 2017**

“Certified that we,..... members of the purchase committee are jointly and individually satisfied that the goods (...details of item procured....) recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate (...amount...) vide bill/invoice no.....dated..... and the supplier recommended

(...name of supplier...) is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned.”

Signature of the committee members