**Reimbursement of Expenses Incurred on Entertainment for Official Purpose**

Ref No: SRU/HR/HO/3(3)/2024-366 DTD 21.12.2024

|  |  |  |
| --- | --- | --- |
| S.No | Particulars | Particulars |
| 1 | Name & Staff No |  |
| 2 | Grade & Designation |  |
| 3 | Department |  |
| 4 | Bill No |  |
| 5 | Bill Date |  |
| 6 | Amount of Reimbursement |  |
| 7 | No. of Reimbursement already taken in Current FY 2024-25 |  |
| 8 | Digital Transaction | YES  |

 Signature

Sr. Manager (F&A)