



आधुनिक रेल डिब्बा कारखाना, रायबरेली
Modern Coach Factory, Raebareli

कार्यालय महाप्रबंधक (का.)
Office of the GM (P)

NOTICE

Sub: Procedure for reimbursement of Briefcase/office Bag/Ladies Handbag/Ladies Purse.

**Ref : (i) Railway Board's Office Order No. 39 of 2024 dated 10.07.2024
(ii) Dy. GM(G) letter No. 209-G/MCF/RBL/M/SOP(Vol1)24-25 dated 23.10.2024.**

In terms of Para 4 of Model SOP 2018, Railway Board's Office Order No. 39 of 2024 dated 10.07.2024 and Dy. GM(G) letter No. 209-G/MCF/RBL/M/SOP(Vol1)24-25 dated 23.10.2024 reimbursement of Briefcase/office Bag/Ladies Handbag/Ladies Purse is to be sanctioned by the concerned officer who is claiming the reimbursement under self-sanction powers.

In this connection, a revised application form has been prepared and is enclosed herewith. All officials are requested to kindly submit their reimbursement claims for Briefcase/Office Bag/Ladies' Handbag/Ladies' Purse in the new prescribed application format. Claims submitted in any other format shall not be entertained.

This has approval of competent authority.

No. MCF-RBL0PERS(Gaz.)/32/2024

Date : As signed

DA : as above.

Copy to :

1. Dy. GM(G)/MCF/RBL.
2. All PHODs, CHODs/MCF/RBL.
3. PS to PCPO for uploading on websites.
4. All Notice Board.

ANIL KUMAR YADAV
Digitally signed by
ANIL KUMAR YADAV
Date: 2026.03.23
11:30:26 +05'30'

Senior Personnel Officer/Gaz.

MODERN COACH FACTORY, RAEBARELI

**APPLICATION FORM FOR REIMBURSEMENT OF
BRIEFCASE / OFFICE BAG/ LADIES HAND BAG/LADIES PURSE**

1.	Name of the official	
2.	Emp. No.	
3.	Designation of the official	
4.	Pay Level (7 th CPC)	
5.	Details of Bills (Please enclose the Original bill)	
	a) Bill No.	
	b) Name of Buyer(in the name of official)	
	c) GSTIN	
	d) Bill date	
	e) Name of the article mentioned in bill (Please tick)	Briefcase/Office Bag/Ladies Handbag/ Ladies Purse
f) Cost of item		
6.	Date of previous purchase, if any	
7.	Entitled upto Rs.	
8.	Amount Claimed	

It is certified that I have purchased the **Briefcase/office Bag/Ladies Handbag/Ladies Purse** for official use and the claim for reimbursement is submitted as per the provisions of Railway Board's Office Order No. 39 of 2024 dated 10.07.2024 and Dy. GM(G) letter No. 209-G/MCF/RBL/M/SOP(Vol1)24-25 dated 23.10.2024 .”

It is further certified that if any discrepancy is found in the above particulars, the undersigned shall be wholly responsible for the same, as the claim is being processed under self-sanction.

Date

DA : Original Bill duly verified
and signature of applicant

Signature of the official with date
and remarks as self sanctioned

Forwarded by with name and designation
(Only in case of below JAG officials)

Dy. CPO

