|  |  |  |
| --- | --- | --- |
|  | **Mumbai:** |  |
|  | **Dated:** |  |

**CERTIFICAT OF BRIEFCASE**

I, the undersigned, have been promoted / joined as **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** on **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** In view of Office Order No. Pr. CCIT/Office Exp./Briefcase / 2014-15 dated 31/12/2014 of Addl. CIT (H. Qrs.), Mumbai, I am entitled to purchase briefcase / handbag and claim reimbursement thereof for an amount not exceeding **Rs.\_\_\_\_\_\_\_\_\_\_\_.**

2. Certified that the reimbursement claimed towards purchase of briefcase / handbag has actually been paid by me ***[receipt duly verified is enclosed].***

3. Certified that I had earlier claimed reimbursement in the year **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** towards cost of briefcase / handbag purchased / Certified that I have not claimed any cost of reimbursement towards purchase of briefcase / handbag for the last 3 / 5 years *[3 years for officers / officials as per earlier order dated 12/07/2013 as applicable]* and such entitlement is now due.

4. In the event of any change in the particulars given above which affect my eligibility for reimbursement towards purchase of briefcase / handbag, I undertake to intimate the same promptly and also to refund excess payments, if any.

|  |  |
| --- | --- |
|  | (Signature of the Govt. Servant) |
| Name : |  |
| Designation : |  |
| Contact No : |  |
| Bill No : |  |
| Bill Date : |  |
| Bill Amount : |  |
| GPF / PRAN No : |  |
| Bank Name : |  |
| Bank Account No : |  |
| IFSC Code No : |  |