

FORMAT FOR CLAIMING STITCHING CHARGES

From

Name :

Design/Station :

PF No :

Staff No. :

To

DRM/P/_____

Through SM/

Sir / Madam,

Sub : Claiming stitching charge – supplied cloth- Reg.

I have stitched two pants and two coats in the prescribed style from the uniform clothes supplied to me for year 2007-20 on _____, I have paid Rs. _____ (in words) _____ towards the stitching charges. The paid receipt for the same is enclosed herewith

I request to pay the stitching charges incurred by me at the earliest

Signature of the Employee

CERTIFICATION

Certified that the above employee Shri/Smt. _____ Design. _____ has stitched his uniforms on _____ in the Railway prescribed style. His application for uniform-stitching allowance is forwarded to you for necessary action please.

Official Seal

Forwarded to DRM/P/NED

Date :

Signature of the Controlling officer