



# Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

(Formerly Indira Gandhi Institute of Technology)

## REQUISITION FORM FOR REIMBURSEMENTS

***(Before filling the Reimbursement Performa please go through the Guidelines Overleaf)***

Please tick the required reimbursement.

Mobile Charges  Landline + Internet  Hospitality  Newspaper/Magazine

Purchase of Mobile Handset  Purchase of Office Bag

Sr. No.	Particulars	
1.	Name, Designation & Department of the Applicant	
2.	Bill No. & Date	
4.	Time Period	
5.	Amount applied for <i>(Kindly take note that late payment charges will not be reimbursed)</i>	
6.	Amount entitled as per 'Perks & Privileges' document (Annexure 15/1)	
7.	Documents in support of the claim	1. Bill in original, duly verified by the applicant 2. Copy of appointment order to the post against which claim is made
6.	Mobile Number	
7.	Signatures	
8.	Recommendation and Signatures of HoD/Branch In-Charge	

**Guidelines for filling the requisition form for Reimbursements.**

1. The requisitioner should mark their application to Registrar, IGDTUW.
2. The requisitioner may apply for reimbursement of all Perks and Privileges once in every 02 months in a single request form.
3. The requisitioner form should be duly recommended by HoD/Branch In-Charge.
4. Requisitioner should attached each bill on separate A4 plain paper in original and duly verify.
5. Copy of appointment order to the post against which claim is made should be attached.
6. Amount entitled as per 'Perks & Privileges' document (Annexure 15/1) as attached.
7. Late Payment Charges will not be reimbursed.
8. GA Branch, IGDTUW may return the request in original in case of non-compliance of Guidelines.