

Format of Reimbursement of Hotel Charges



KENDRIYA VIDYALAYA SANGATHAN

SELF-DECLARATION CERTIFICATE

(FOR LEVELS 8 AND BELOW)

I _____ (Name of employee with Designation) certify that Rs _____ has been paid by me towards the Hotel Charges as per details given below:-

1. Name of Employee :
2. Designation :
3. Pay Level & Basic Pay :
4. Kendriya Vidyalaya :
5. Name of Dwelling with Address :
6. City Name :
7. Period of Stay & Total Days :
8. Per Day Charges :
9. Total Amount Paid :

Signature of Employee (With Date)

Format of Food Bill/ DA Reimbursement



KENDRIYA VIDYALAYA SANGATHAN

SELF-DECLARATION CERTIFICATE

(FOR LEVELS 8 AND BELOW)

I _____ (Name of employee with Designation) certify that Rs _____ has been paid by me towards the Food Bill/DA as per details given below:-

1. Name of Employee :
2. Designation :
3. Pay Level & Basic Pay :
4. Kendriya Vidyalaya :
5. Period of Absence :
From
To
6. Total No. of Days :
7. Total Amount Claimed :
towards Food Bill/DA
@ _____

Signature of Employee (With Date)

Format of Reimbursement of Travelling charges



KENDRIYA VIDYALAYA SANGATHAN

SELF-DECLARATION CERTIFICATE

(FOR LEVELS 8 AND BELOW)

I _____ (Name of employee with Designation) certify that Rs _____ has been paid by me towards the Travelling charges (within a city) as per details given below:-

1. Name of Employee :
2. Designation :
3. Kendriya Vidyalaya :
4. Pay Level & Basic Pay :

5. Journey Details :

Sl	Date	From	To	Type of Vehicle (Car/Auto/ Taxi/etc)	Vehicle No.	Total Dist. (in KM)	Amt. Paid
a)							
b)							
c)							
d)							
e)							
f)							
g)							
h)							