

**CLAIM SHEET (FOR INSTITUTION) FOR RE-IMBURSEMENT OF
FARE FOR ATTENDING THE FELICITATION PROGRAMME FOR
WINNERS IN DIVISION LEVEL YOUTH PARLIAMENT
COMPETITION, 215-16 ORGANIZED BY PARLIAMENTARY
AFFAIRS DEPTT. GOVT. OF WEST BENGAL.**

1.	Name of School/College	
2.	Address of School/College	
3.	Nearest Railway Station from School/College	
4.	Distance by road to Railway Station from School/College	

Fare (in Rs.) per head

Sl. No.	Bus Fare School/College to Railway Station/ Rabindra Sadan	Train Fare to Howrah/ Sealdah	Class of Railway Ticket	Bus Fare from Howrah/ Sealdah to Rabindra Sadan	Total Fare	Remarks, if any.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
A	For onward journey					
B	For return journey					
C	Total					

Other Details regarding claim for re-imbusement

1	Total fare for one person as per 6(C) above	
2	Total fare claimed for 17(15+2) persons	
3	Amount Claimed in words	
4	Bank Account No. of the institution	
5	Name of Bank and Branch	
6	Name of Account holder	
7	Name and Designation of the person to receive the amount on behalf of the institution	

VERIFICATION

Certified that the amount claimed hereinabove has been claimed keeping the actual fare as prevailing now and the relevant tickets/ copies of tickets will be submitted to the Department on the date of felicitation. The teacher authorized in this regard can collect the cheque / cash on behalf of the School/College and such payment to him / her will be deemed to be payment made to the School/College in complete satisfaction of the reimbursement claim of the institution for the relevant person .

Signature of the Head of the Institution
(with stamp and date)

Signature of the teacher authorized
to collect the amount

Attested

(Head of the Institution)

