



CENTRAL SANSKRIT UNIVERSITY

56-57, Institutional Area, Janakpuri, New Delhi- 110058

Claim for Incidental Expenses for attending the office during holidays

SAMARTH Ref. No.....

I..... Designation

Employee Id..... Confirm that I have worked on holiday as referred below

Sr. No.	Date	Day	₹ (Amt)	Description of work

Enclosures (i) Approval

Signature of the official

(ii) Attendance Sheet

Name & Designation.....

A/c No.....

Signature of the Section Officer Incharge

DD

Signature of the Sanctioning authority

(For Use of Finance Section)

Passed for payment of Rupees.....(Rs.....)

Dealing Assistant

Section Officer(Fin.)/ AD(F)/DD(F)

Finance Officer