



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No. A60011/52/2008/PP

11<sup>th</sup> November 2008

Regional Executive Director  
Airports Authority of India  
NR/WR/ER/SR/NER

Principal, CATC, Allahabad

Airport Director  
Airports Authority of India  
NSCBI / Chennai

ED, RCDU / FIU

GM, CRSI / E & M WORKSHOP

**SUB: Proforma for Reimbursement of various perks/allowances**

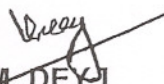
Sir,

In order to simplify the procedure for reimbursement of various perks and allowances claimed by the employees, the following Proformae are enclosed.

- |   |                      |   |
|---|----------------------|---|
| 1 | <b>Proforma I</b> -  | Monthly reimbursement towards various perks/benefits applicable to employees. |
| 2 | <b>Proforma II</b> - | Once in 2/3 years or as per entitlement various other perks/benefits          |

2. The claims submitted by the employees may be reimbursed as per above certificates on self certification basis without production of bill or receipts.

Yours faithfully,

  
[M. DEY]  
EXECUTIVE DIRECTOR ( P & A )

Encl: Above

Copy to:

- Sr. EA to Chairman
- EA to Member (Ops.)/Member (P&A)/Member (Fin.)/Member (Plg.)
- CVO
- All HODs CHQ / New Office Complex
- GS, AAÉU / ATC Guild (I) / ACOA(I)/AAOA(I)/IAAIOA/AAIEG

Employee No. \_\_\_\_\_

**AIRPORTS AUTHORITY OF INDIA****(Certificate for expenditure incurred towards various Perks/Benefits etc. once in 2/3 years or as per entitlement)**

1. I have incurred the expenditure as per my entitlement, for the following:
- a) Expenditure of Rs. \_\_\_\_\_ for stitching charges towards liveries as follows:

S.No.	Details	No. of Items	Amount
i.	Woolen Suit		
ii.	Shirt		
iii.	Pant		
iv.	Blouse (including Cloth & Stitching)		
v.	Pagri		
vi.	Any other		

- b) Expenditure of Rs. \_\_\_\_\_ for purchase Shoes/Sandle/Belly and Socks.
- c) Expenditure of Rs. \_\_\_\_\_ for purchase of Furnishing items.
2. It is also certified that I am entitled to the above claimed perks/allowances and the amount claimed above has been spent wholly and exclusively for performing official duties.

Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Tel. Ext. No. \_\_\_\_\_  
 Bank A/c No. \_\_\_\_\_

Dated \_\_\_\_\_

Employee No. \_\_\_\_\_

**AIRPORTS AUTHORITY OF INDIA**

**(Certificate towards reimbursement of perks/benefits on monthly basis)**

1. Certified that I have incurred the following amount during the month of \_\_\_\_\_ 200\_\_.

- a) Expenditure of Rs. \_\_\_\_\_ for the purchase of \_\_\_\_\_ liters of petrol for my Car/ Scooter/Motor Cycle bearing registration No. \_\_\_\_\_.
- b) Expenditure of Rs. \_\_\_\_\_ has been incurred towards conveyance maintenance.
- c) Expenditure of Rs. \_\_\_\_\_ for entertainment of official guests at my residence.
- d) Expenditure of Rs. \_\_\_\_\_ for entertainment of official guests.
- e) Expenditure of Rs. \_\_\_\_\_ for purchase of periodicals / magazines/ newspapers etc.
- f) Expenditure of Rs. \_\_\_\_\_ towards telephone expenditure as per the bills enclosed.

2. It is also certified that :

- i. The amount claimed above has been spent wholly and exclusively for performing official duties.
- ii. I was not on EL/Tour/LTC for more than 15 days during this month therefore, I am entitled to the above claimed perks.
- iii. I have not used AAI's vehicle during the period under which claim is preferred as otherwise admissible under rules.

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Tel. Ext. No. \_\_\_\_\_  
Bank A/c No. \_\_\_\_\_

Dated \_\_\_\_\_