

From

Name :
Desgn/Stn :
PF No :
Staff No :

To

DRM/P/

Sir,

Sub : Claiming of Stitching charge for Supplied cloth – reg.

I have stitched two pants and two coats in the prescribed style with the uniform cloth supplied to me for the year 20 on . I have paid Rs. (Rupees) towards stitching charges. The receipt for the sum paid is enclosed herewith. I request you to pay the stitching charges incurred by me at the earliest.

Signature of the employee

---CERTIFICATION

Certified that the above employee Sri. Desgn.
has stitched his uniform on in the Railway prescribed style and an intelligible
mark was made by me in the wrong side of the uniform. The necessary stitching allowance may please
be paid to him.

Office seal

Date :

Forwarded to DRM/P/

Signature of the supervisor