

To,

The _____ Judge,
Delhi.

Sub.: Reimbursement of stitching charges of winter uniform.

Sir,

With due respect I beg to say that 2.75 Mtrs. woolen serge was issued to me and out of this woolen serge I have got stitched one Coat & One Pant/ or Ladies Cost. I spent Rs. _____ .

It is, therefore, requested that necessary sanction of Rs. _____ may kindly be granted and orders for reimbursement for stitching charges may kindly passed. The cash memo of Rs. _____ is enclosed herewith for record.

Yours faithfully,

Signature

Name of employee _____

Date of appointment _____

Name of Court/Branch _____

Father's Name _____

Forwarded to Ld. _____ Judge, Delhi.

Presiding Officer/Branch Incharge

To,

The _____ Judge,
Delhi.

Sub.: Reimbursement of stitching charges of summer uniform.

Sir,

With due respect I beg to say that cloth for summer uniform for two shirts and two pants was issued to me. I have got stitched two shirts and two pants. For this I have spent Rs. _____

It is, therefore, requested that necessary sanction of Rs. _____ may kindly be granted and orders for reimbursement for stitching charges may kindly passed. The cash memo of Rs. _____ is enclosed herewith for record.

Yours faithfully,

Signature

Name of employee _____

Date of appointment _____

Name of Court/Branch _____

Father's Name _____

Forwarded to Ld. _____ Judge, Delhi.

Presiding Officer/Branch Incharge

To,

The _____ Judge,
Delhi.

Sub.: Reimbursement of stitching charges of uniform.

Sir,

With due respect I beg to say that cloth for summer uniform of two blouse and two peticot was issued to me. I have got stitched two blouse and two peticot. For this I have spent Rs. _____

It is, therefore, requested that necessary sanction of Rs. _____ may kindly be granted and orders for reimbursement for stitching charges may kindly passed. The cash memo of Rs. _____ is enclosed herewith for record.

Yours faithfully,

Signature

Name of employee _____

Date of appointment _____

Name of Court/Branch _____

Father's Name _____

Forwarded to Ld. _____ Judge, Delhi.

Presiding Officer/Branch Incharge