



**Rajiv Gandhi Institute of Petroleum Technology
Rae Bareli**

Claim for Vehicle Operating & Maintenance Charges
(for Non-Teaching Staff)

Name: _____
Designation: _____
Month for which claim is made: _____
Amount Claimed: ₹ _____ (for vehicle operating
& maintenance)
₹ _____ (for other, if any)
Total: ₹ _____.

UNDERTAKING

I hereby certify that the above vehicle is owned by me and I have used my vehicle for official work to the extent of above operating & maintaining claimed.

(Signature of employee)

(SIGNATURE OF APPROVING AUTHORITY)

Note: All the claims should be submitted within three months.