

PM VISHWAKARMA TOOLKIT DELIVERY INCENTIVE CLAIM

PERFORMA FOR CLAIMING DELIVERY INCENTIVE BY DELIVERY PERSONNEL / POSTAL STAFF

1. DELIVERY PERSONNEL & OFFICE DETAILS

Full Name of Delivery Staff / Postman:

Employee ID / Unique Registration No.:

Designation / Cadre:

Name of Delivery Office / Post Office / Hub:

Name of Division & Region / Circle:

Claim Period (Month & Year):

2. ABSTRACT OF CLAIMED DELIVERY INCENTIVE

Please provide the summary of PM Vishwakarma toolkit parcels successfully delivered during the claim period:

1	Standard PM Vishwakarma Toolkit Kit (Up to 10kg)
2	Heavy/Bulky Toolkit Kit (Above 10kg)
GRAND TOTAL	

Total Amount Claimed (in words): Rupees

3. BANK ACCOUNT DETAILS FOR CREDIT

Bank Name & Branch:

Core Banking Account Number:

IFSC Code:

Aadhaar Number (Linked to Bank A/c):

4. DECLARATION BY THE CLAIMANT

I hereby declare that the particulars furnished above are correct and true to the best of my knowledge. The PM Vishwakarma toolkit parcels included in this claim have been successfully delivered to the respective genuine beneficiaries, and the signed/digital delivery acknowledgments have been duly updated in the system/portal. No double claim has been preferred for the aforementioned articles. In case of any discrepancy or wrong information found at a later stage, I shall be held responsible and liable for disciplinary/recovery actions.

Date: ____/____/____

Place: _____

Signature of the Claimant / Delivery Staff

5. VERIFICATION & APPROVAL (FOR OFFICE USE ONLY)

Certified that the delivery details of the PM Vishwakarma toolkit parcels listed in this claim form have been cross-checked with the official delivery abstract/portal log (MATS/Postman Mobile App/System data) and found correct. The total recommended incentive amount for payment is Rs. _____ (Rupees _____).

Verified By:

Checked By:

Approved By:

Supervisor / Delivery In-Charge

Accountant / APM (Accounts)

Postmaster / Sub-Divisional Head /
Competent Authority

ANNEXURE: DETAILED STATEMENT OF PARCELS DELIVERED

1
2
3
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Note: Attach additional sheets or system-generated delivery performance reports if the number of parcels exceeds the space provided above.