

(Statement to be furnished on half-yearly basis by entitled Officer to the Concerned Administration)

Name of the Applicant : _____
Designation : _____
Department : _____
Pay Level & Basic Pay (Rs.) : _____

I certify that I have spent Rs. _____ towards purchase of Newspaper(s) for the month of :

(i) Jan - Jun _____

OR

(ii) Jul - Dec _____

(Only one option is to be ticked)

I further declare that : (i) The Newspaper(s) in respect of which reimbursement is claimed, is/are purchased by me. (ii) The amount for which reimbursement is being claimed has actually been paid by me and has not/will not be claimed by any other source.

Date: _____

Signature : _____

Name : _____

Design/Per.No.: _____

(For Office use only)

Amount Entitled : Rs. _____
Amount Claimed : Rs. _____
Amount Allowed : Rs. _____

Passed for payment of Rs. _____ towards reimbursement of Telephone Charges to _____ for the period/month _____

Asst. AR(A) DR(A) AR(F) DFO/FO Director/Registrar