

**Subject: Reimbursement in respect of Newspapers purchased/ supplied to officers at their residence-guidelines regarding.**

**Annexure**

Government of India  
Ministry of \_\_\_\_\_  
Department of \_\_\_\_\_

*[Statement to be furnished on half-yearly basis by the Government Officer to 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 months of :

- i) Jan-June, 20\_\_  
**OR**  
ii) July-December, 20\_\_

*[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: