No. 25(12)/E.Coord-2018
Government of India
Ministry of Finance
Department of Expenditure
(E. Coord. Branch)

North Block, New Delhi
Dated: 3rd April 2018

OFFICE MEMORANDUM

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

Department of Expenditure, Ministry of Finance, vide order no. 1(24)/E.IIA/96 dated 13th September, 1996, had issued guidelines on the subject cited above. It has been felt that these guidelines are dated and need to be updated. It has therefore, been decided that in place of the existing practice of getting monthly reimbursement of newspaper on production of newspaper bills, reimbursement for newspaper may be made at the rates mentioned below based on the certification given by the entitled officer:

S.No	Level of Officers	Reimbursement to be made per month (In Rs.)
1.	Secretary/Secretary equivalent	As per actuals
2.	Additional Secretary/ Additional Secretary equivalent	Rs.1100
3.	Joint Secretary/Joint Secretary equivalent	Rs. 850
4.	Director/ Deputy Secretary / Under Secretary/Section Officer or equivalent	Rs. 500

2. A certificate as per the Annexure, to the effect that expenditure has been incurred on newspaper shall be provided by the officers on half yearly basis to the office for reimbursement.

3. This issues in supersession to all earlier guidelines of Department of Expenditure on the subject.

4. The orders will be effective with immediate effect.

3/4/18.

(H.Atheli)
Director

To:

1. All Ministries/ Departments of the Government of India
2. All Financial Advisors of Ministries/ Department of the Government of India
3. Office of Comptroller & Auditor General of India

भारत सरकार

मंत्रालय : .....

विभाग : .....

(सरकारी अधिकारी द्वारा प्रशासन अनुभाग को अर्धवार्षिक आधार पर प्रस्तुत किया जाने वाला विवरण)

1. आवेदक का नाम : .....

2. पदनाम : .....

3. विभाग : .....

4. पे लेवल एवं मूल वेतन (रु. में) : .....

मैं प्रमाणित करता/करती हूँ कि मैंने समाचार-पत्रों की खरीद पर निम्नलिखित अवधि के लिए **रु. .....** व्यय किए हैं:

(i) जनवरी–जून, 20.....

अथवा (OR)

(ii) जुलाई–दिसंबर, 20.....

(केवल एक विकल्प पर निशान लगाएँ।)

मैं आगे यह घोषणा करता/करती हूँ कि:

(i) जिन समाचार-पत्रों के संबंध में प्रतिपूर्ति का दावा किया जा रहा है, वे मेरे द्वारा खरीदे गए हैं।

(ii) जिस राशि की प्रतिपूर्ति का दावा किया जा रहा है, उसका वास्तविक भुगतान मेरे द्वारा किया गया है तथा इस राशि का दावा किसी अन्य स्रोत से न तो किया गया है और न ही किया जाएगा।

दिनांक : .....

हस्ताक्षर : .....

नाम : .....

GOVERNMENT OF INDIA
Ministry of: .....
Department of: .....

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

1. Name of the Applicant: .....

2. Designation: .....

3. Department: .....

4. Pay Level & Basic Pay (Rs.): .....

I certify that I have spent Rs. ..... towards the purchase of newspaper(s) for the following period:

(i) January–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 have been purchased by me.

(ii) The amount for which reimbursement is being claimed has actually been paid by me and has not been, and will not be, claimed from any other source.

Date: .....

Signature: .....

Name: .....