

PROFORMA FOR REIMBURSEMENT OF NEWSPAPER/ MAGAZINE BILL

1- Name of the officer :

2- Designation :

3- Division / Section :

4- Basic pay :

5- Claim for the month of :

6-Cost of newspaper /mag :

7-15% deduction of residue :

8- Net Claim :

Signature

Name:

Recommendation of HOD

PROFORMA FOR REIMBURSEMENT OF NEWSPAPER/ MAGAZINE BILL

1- Name of the officer :

2- Designation :

3- Division / Section :

4- Basic pay :

5- Claim for the month of :

6-Cost of newspaper /mag :

7-15% deduction of residue :

8- Net Claim :

Signature

Name:

Recommendation of HOD