



**INDIAN INSTITUTE OF TECHNOLOGY INDORE**  
**CLAIM FOR REIMBURSEMENT OF NEWSPAPER EXPENSES**

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Name of the Applicant: \_\_\_\_\_ Designation: \_\_\_\_\_

Department: \_\_\_\_\_ Grade Pay (Rs) \_\_\_\_\_

S.No.	Period	Name of the News Paper (s)	Claim Amount (Rs)
1			
2			
3			
4			
5			

**Note:** 1. 15% of the total cost of the Newspaper (s) shall be deducted towards cost of the old Newspaper.

2. Reimbursement will be done only for Indian Newspapers not for any magazine, periodicals, calender or any other monetary purchase with newspaper agency.

Further declared that :

- i) The Newspaper (s) mentioned above, in respect of which reimbursement is claimed are purchased by me.
- ii) The bills for which reimbursement is being claimed have actually been paid by me and has not/will not be claimed by any other source. All original self certified receipts / vouchers are attached.

Date: \_\_\_\_\_

Signature : \_\_\_\_\_

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**(FOR FINANCE OFFICE USE)**

1. Amount claimed Rs \_\_\_\_\_

2. Amount passed for Rs \_\_\_\_\_

Deputy Manager

Manager

AR/DR

Registrar