



INDIAN INSTITUTE OF TECHNOLOGY INDORE  
CLAIM FOR REIMBURSEMENT OF NEWSPAPER EXPENSES

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

Department: \_\_\_\_\_ Pay Level & Basic Pay (Rs) \_\_\_\_\_

Statement to be furnished on half yearly basis by the officials for reimbursement of expenditure incurred on purchase of Newspapers.

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

i) April - September, 20\_\_

OR/and

ii) October - March, 20\_\_

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 : \_\_\_\_\_

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(FOR FINANCE OFFICE USE)

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

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

Deputy Manager

Manager

AR/DR

Registrar