


No-45011/7/2018-Library
Government of India
Ministry of Corporate Affairs

Shastri Bhavan, 5th Floor,
'A' Wing, Dr. R. P. Road
New Delhi-110001
Dated 6th April 2018

OFFICE MEMORANDUM

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

The undersigned is directed to forward hereⁿ with a copy of Ministry of Finance, Department of Expenditure OM no-25(12)/E.Coord-2018 dated 03/04/2018 on the above subject for information of all concerned.



(Hemant Verma)

Under Secretary to the Govt. of India

Copy to:-

1. All the Officers of MCA of the rank of Section Officer & above.
2. Notice Board
3. e-Office

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.

Atheli
3/4/18
(H.Atheli)
Director

151/US(Gen)
5-4-18

US(RA)
Lib.
4-4-18

For Lib, pl.
4/4/18

To:

US (AV)

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

Please circulate to all officers of SO & equivalent level and above,

5/4/18

Library
(Ms. Sonia)

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: _____