

Ministry of Corporate Affairs
Shastri Bhawan

Performa for Claiming Reimbursement of newspaper Expenses
To Be Submitted In Triplicate

1. Name of Officer :~
2. Designation :~
3. Period for which the reimbursement is
Claimed :~
4. Name of the Newspaper purchased :~
5. Name of the supplier :~
6. Cash Memo No. and Date :~
7. Amount to be paid :~
8. Amount to be deducted @15% :~
9. Amount to be reimbursed
(After deducting 15%) :~
10. Joining order attach :~

Certified that the above expenses have been actually incurred by me. The relative bill/ cash memo (in triplicate) received from the newspaper supplier is enclosed.

Dated: ~.....

Encl: ~.....

Signature.....

Name:.....

Designation:.....

Section:.....