



REIMBURSEMENT OF NEWSPAPER

Name :

Employee Number :

Mobile Number :

Designation :

Department :

Pay Level :

I certify that I have spend Rs._____ towards purchase of Newspaper (s) for the month of _____
(*Note : Only one option is to be ticked*)

i) January to June 20_____

(OR)

ii) July to December 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 of the Employee