

**CERTIFICATE PROFORMA FOR REIMBURSEMENT OF NEWSPAPERS
PURCHASED**

Visvesvaraya National Institute of Technology Nagpur

[Statement to be furnished on half-yearly basis by the employee to Accounts Section]

Name of the Applicant	
Designation	
Department/ Section	
Pay Level & Basic Pay (Rs.)	

I certify that I have spent Rs. _____ towards purchase of newspaper(s) for the months of:

☐

April- September, 20__

OR

☐

October- March, 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: