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: __________