

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. _____

Date: _____

REQUEST FOR REIMBURSEMENT OF NEWSPAPER BILLS

(Ref.: Finance Committee resolution vide agenda item no.FC 17.13 dated 29/03/2019)

Name: _____ Emp. Code: _____

Designation: _____ Matrix & Level: _____

Dept./Section: _____ Date of Joining: _____

I certify that I have spent ₹ _____ towards purchase of Newspaper(s) for the month of:

January-20 _____ to June-20 _____

July-20 _____ to 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.

Forwarded to Establishment

Signature of Employee

Counter Signature of the HoD/Coordinator

FOR OFFICE USE ONLY

1. Admissibility : _____
2. Claimed month(s) : _____
3. Claim amount : _____
4. Claim admissible : _____

अभ्यासाध्यरयेतः विद्या

Junior Assistant (Estt.)

Superintendent (Estt.)

Asstt./Dy. Registrar (Estt.)

Jr. Assistant (A/cs.)

Superintendent (A/cs.)

Asstt./Dy. Registrar (A/cs.)

NOTE: Account Section shall forward photocopy of this form to Establishment Section for keeping the record in the respective file.