

ICAR-Central Tobacco Research Institute

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F.No.55(2)/2018-19/Admn.II (News Paper)

Date 08/08/2018

CIRCULAR

1060
8-8-18
It is to inform that ICAR endorsed vide letter No.F.FIN/22/01/2016-CDN(A&A), dated 3rd May, 2018 Min. of Finance OM No.25(12)/E-Coord.-2018 dated 3rd April, 2018 regarding Reimbursement of Newspapers purchased/ supplied to officers at their residence-guidelines.

- 1) In place of the existing practice of getting monthly reimbursement of newspaper on production of newspaper bills, reimbursement for newspaper may be made at the rates mentioned below based on the self-certification given by the entitled Officer:

S.No.	Level of Officer	Reimbursement to be made per month in Rs. (wef 3/4/2018)
1	Secretary/ Secretary Equivalent	As per actuals
2	Additional Secretary/ Additional Secretary equivalent	Rs.1100
3	Joint Secretary/ Joint Secretary Equivalent	Rs.850
4	Director/ Deputy Secretary/ Under Secretary/ Section Officer or equivalent	Rs.500

- 2) A certificate to the effect that expenditure has been incurred on newspaper shall be provided by the Officers **on half yearly basis** i.e. **1) Jan-Jun 2) July-December**.

In this connection, all the eligible Officers are requested to submit newspaper claims in the new format (available in CTRI Website) for the period from April to June, 2018 (in the new format) on or before 31st Aug, 2018 for process and reimbursement. Further, please note that the claims upto March, 2018 will be settled as per old rules.

V. BHAGYA LAKSHMI
08/08/2018
(V.BHAGYA LAKSHMI)

ASST. ADMINISTRATIVE OFFICER(B&C)

To

All the Heads of Divisions / Sections for circulation among the Officers eligible.
Copy to PS to Director / PS to SAO/ Notice Board.

Copy to: The officer-in-charge, AOS cell with a request to kindly provide the news paper format in the CTRI website (format enclosed)

GOVERNMENT OF INDIA

MINISTRY : INDIAN COUNCIL OF AGRICUTURAL RESEARCH

INSTITUTE: CENTRAL TOBACCO RESEARCH INSTITUTE

(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 :