

F.No.34-01/2018-PAP  
Government of India  
Ministry of Communications  
Department of Posts  
(Establishment Division)

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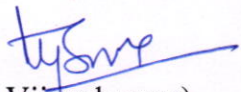
Dak Bhawan, Sansad Marg,  
New Delhi -110001.  
Dated: 11 June, 2018.

To

All Heads of Circles,  
All GM (PAF)/DAS (P),  
All Directors Postal Staff College India/PTCs.

Sub: Reimbursement in respect of Newspapers purchased/supplied to officers at their residence-guidelines regarding.

I am directed to forward herewith a copy of the Department of Expenditure, Ministry of Finance Office memorandum No. 25(12)/E.Coord.-2018 dated 03<sup>rd</sup> April, 2018 on the subject cited above for kind information and further necessary action in this regard.

  
(K.V. Vijayakumar)  
Assistant Director General (Estt.)

Encl.: As above.

Copy to:

1. Sr.PPS to Secretary (Posts)/PPS to DG (Posts).
2. All Members of Postal Services Board.
3. JS&FA (Posts).
4. DDG (PAF)/Secy. (PSB)/GM (F) BDD/CGM (PLI).
5. All other DDs. (G) in Postal Directorate.
6. CPMG, Delhi Circle, New Delhi - 110001.
- 7.8. C&A/P.A. Wing
- 9.10. Guard File/Spare Copy.
11. DEPTL Web Site Through: PTC Mysore.

**No. 25(12)/E.Coord-2018**  
Government of India  
Ministry of Finance  
Department of Expenditure  
(E. Coord. Branch)

North Block, New Delhi  
Dated: 3<sup>rd</sup> April 2018

**OFFICE MEMORANDUM**

**Subject: Reimbursement in respect of Newspapers purchased/ supplied to officers at their residence-guidelines regarding.**

Department of Expenditure, Ministry of Finance, vide order no. 1(24)/E.IIA/96 dated 13<sup>th</sup> September, 1996, had issued guidelines on the subject cited above. It has been felt that these guidelines are dated and need to be updated. It has therefore, been decided that 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 certification given by the entitled officer:

S.No	Level of Officers	Reimbursement to be made per month (In Rs.)
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 as per the Annexure, to the effect that expenditure has been incurred on newspaper shall be provided by the officers on half yearly basis to the office for reimbursement.
3. This issues in supersession to all earlier guidelines of Department of Expenditure on the subject.
4. The orders will be effective with immediate effect.

*Atheli*  
3/4/18.  
(H.Atheli)  
Director

To:

1. All Ministries/ Departments of the Government of India
2. All Financial Advisors of Ministries/ Department of the Government of India
3. Office of Comptroller & Auditor General of India

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: