

Telecommunication Engineering Centre Form for Reimbursement of Newspaper Bill

Claimed for the quarter _____.

The claim should be submitted to AO(Cash) by the 15th day of January/April/July/October and payment shall be made from 25th onwards.

Only one form should be used for a particular quarter

Month	Name of newspaper	Name/address of agent	Total no. of newspaper		Rate	Amount paid	Admissible amount	Amt. reimbursable deducting 15%
			Ordy	Sat/sunday				

Certificate

1. Certified that the newspaper(s) mentioned in the claim ere actually received by me at my residence.
2. Certified that the rates charged in the bill are correct.
3. certified that I have already paid Rs. _____ (Rupees _____ only)
4. Certified that I have not submitted any other claim for the above quarter i.e. _____.
5. Certified that during the period (for which claim has been preferred) I was eligible to receive Newspaper(s) at my residence in terms of order No. 3-12/94-Lib. Dated 21.12.94.
6. Residential Address _____.
7. The bill(s) (in original) from vendor / newspaper agent is / are enclosed.

I have been posted in TEC on _____ or before _____.

Signature _____
 Name & Designation _____
 Bank Name _____
 Section _____ Tel. No. _____
 Employee No. _____

Passed for Rs. _____/- (Rupees _____ only)

(Signature)

Pay Rs. _____/- (Rupees _____ only)

Accounts Officer (Cash)