

**No. F. 14-6/2017-18/Pers.**  
**National Institute of Educational Planning and Administration**  
**17-B, Sri Aurobindo Marg, New Delhi 110 0016**

New Delhi,  
Friday, May 18, 2018

**NOTIFICATION**

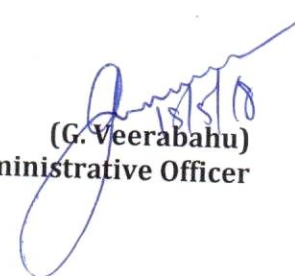
**Subject: Reimbursement in respect of Newspapers purchased/ supplied to officers at their residence –guidelines regarding;**

The revised rates in respect of Newspapers purchased/ supplied to officers at their residence would be as per the following rates with reference to Officer Memorandum no. 25(12)/E.Coord-2018 dated 3rd April 2018 in succession of Order no. 1(24)/E.IIA/96 dated 13.09.1996 from Department of Expenditure, Ministry of Finance.

<b>S.No.</b>	<b>Level Officers</b>	<b>Reimbursement to be made per month</b>
1	Vice Chancellor	As per actual
2	Professors	Rs. 850/-
3	Section Officer to all entitled officers	Rs. 500/-

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. **(Annexure enclosed).**

This issues with the approval of competent authority and is effective from the month of May 2018.

  
**(G. Veerabahu)**  
**Administrative Officer**

Encl.: Annexure

**To**  
**All concerned Staff**

**CC:**

- PS to VC – for information please
- PA to Registrar – for information please
- Finance Officer

**ANNEXURE**

**National Institute of Educational Planning and Administration**

*(Deemed to be University)*

**17-B, Sri Aurobindo Marg, New Delhi - 110 016**

[Statement to be furnished on half-yearly basis by the Government Officer to Administration]

Name:	
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- Jun, 20....

**OR**

(ii) Jul-Dec, 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: .....

---

**For Official Use Only**

Total Amount Claimed..... Amount Payable.....

The sanction of Rs. .... (Rupees .....only) may

kindly be accorded for payment to Prof. / Dr. / Smt. / Sh. ....

Necessary entries has been made in the Newspaper Register at page no.....

Forwarded to:

S.O. (G.A.)

(Admin. Officer / Registrar).....

**Finance officer, NIEPA .....for payment please.**