

NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION
(Deemed to be University u/s 3 of the UGC Act, 1956)
17-B, Sri Aurobindo Marg, New Delhi-110016

F.No.13-7/2021-22/GA
September 09, 2024

NOTIFICATION

Subject: Reimbursement in respect of Newspapers purchase/supplied to officers at their residence.

In line with O.M. No.25(12)E. Coord – 2018 date 03rd April, 2018 issued by the Department of Expenditure, Ministry of finance, Government of India, following guidelines are hereby adopted by the Institute for implementation:

1. REIMBURSEMENT RATES

Reimbursement of expenditure towards purchase of newspaper will be made as per rates mentioned below based on the self certification given by the entitled officer:

S.No.	Level Officer	Reimbursement to be made per month
1.	Vice Chancellor	As per actual
2.	Professors / Registrar	Rs.1,100/-
3.	Associate Professors	Rs.850/-
4.	Section Officer / Sr. PS to VC / PS / Hindi Editor / DPO / Librarian / Documentation Officer / AO / FO / Assistant Professor or equivalent officer	Rs. 500/-

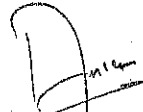
2. TIMELINES

Any form for reimbursement shall be submitted as per prescribed form on half yearly basis i.e, Jan to June and July to December.

Half Year	Forms to be Submitted by
January to June	31 st July
July to December	31 st January

Separate form shall be submitted for each half year. Forms received after the specified date will not be considered for reimbursement.

This issues with the approval of the Competent Authority.


(Ankit Verma)
Administrative Officer

To
All concerned staff

Cc:

1. PS to VC-for information please.
2. PA to Registrar – form information please.
3. Finance Officer