

NATIONAL RESEARCH CENTRE OF MEAT
CHENGICHERLA, HYDERABAD-039.

PROFORMA FOR CLAIMING REIMBURSEMENT OF COST OF NEWS PAPERS/
MAGAZINES.

1. Name & Designation of Officer. :
2. Scale of Pay :
3. Division/Section attached. :
4. Name of News Papers/ Magazines purchased :
5. Month upto which reimbursement was already claimed. ;
6. Months of present claim :
7. Amount of the bill(s) (give) bill No. & date). ;
8. Amount admissible for reimbursement as per rules. ;

Certified that I have actually purchased the News Papers/ Magazines as per the bills enclosed and the expenditure was incurred by me.

Date:

(Signature of Officer)

Encls: Original Cash bill/
receipt enclosed.

Note: The maximum ceiling is Rs.100/- p.m. 15% of the bill amount will be deducted towards the residual cost of old Newspaper magazines.

Space for office use.