

Government of India  
Ministry of .....  
Department of .....  
Central Research Institute, Kasauli

[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 month of :-

1. January - Jun, 20.....

OR

2. 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:- .....