No. 25(12)/E.Coord-2018  
Government of India  
Ministry of Finance  
Department of Expenditure  
(E. Coord. Branch)  
North Block, New Delhi  
**Dated:** 3rd April 2018  

**OFFICE MEMORANDUM**

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

Department of Expenditure, Ministry of Finance, vide order no. 1(24)/E.IIA/96 dated 13th September, 1996, had issued guidelines on the subject cited above. It has been felt that these guidelines are dated and need to be updated. It has therefore, been decided that in place of the existing practice of getting monthly reimbursement of newspaper on production of newspaper bills, reimbursement for newspaper may be made at the rates mentioned below based on the certification given by the entitled officer:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Level of Officers</th>
<th>Reimbursement to be made per month (In Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Secretary/Secretary equivalent</td>
<td>As per actuals</td>
</tr>
<tr>
<td>2.</td>
<td>Additional Secretary/ Additional Secretary equivalent</td>
<td>Rs. 1100</td>
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<tr>
<td>3.</td>
<td>Joint Secretary/Joint Secretary equivalent</td>
<td>Rs. 850</td>
</tr>
<tr>
<td>4.</td>
<td>Director/ Deputy Secretary / Under Secretary/Section Officer or equivalent</td>
<td>Rs. 500</td>
</tr>
</tbody>
</table>

2. 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 to the office for reimbursement.

3. This issues in supersession to all earlier guidelines of Department of Expenditure on the subject.

4. The orders will be effective with immediate effect.

**To:**

1. All Ministries/Departments of the Government of India  
2. All Financial Advisors of Ministries/Department of the Government of India  
3. Office of Comptroller & Auditor General of India

(H. Atheli)  
Director
Government of India

Ministry of ____________

Department of ________

[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 the months of:

i) Jan-June, 20__
   OR
ii) 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: ____________________