Ministry of Corporate Affairs
Shastri Bhawan

Performa for Claiming Reimbursement of newspaper Expenses
To Be Submitted In Triplicate

1. Name of Officer
2. Designation
3. Period for which the reimbursement is
   Claimed
4. Name of the Newspaper purchased
5. Name of the supplier
6. Cash Memo No. and Date
7. Amount to be paid
8. Amount to be deducted @15%
9. Amount to be reimbursed
   (After deducting 15%)
10. Joining order attach

Certified that the above expenses have been actually incurred by
me. The relative bill/ cash memo (in triplicate) received from the
newspaper supplier is enclosed.

Dated: ~...........
Encl: ~............

Signature..................
Name:.....................
Designation:............... 
Section:....................