

To

The Finance Officer
Central University of Rajasthan
Bandarsindri, Tehsil Kishangarh
Distt Ajmer (Rajasthan)

Sub: Request for payment newspaper reimbursement in monthly salary.

Sir

In reference to this University Office Order No. CURAJ/R/F.137/2022/534 dated 13.05.2022 on the above subject, I want to intimate that I hold the regular post/assigned the full time charge of Post vide University Order No dated

2. I am not in receipt of Newspaper(s) at my office/residence, therefore, I request you to kindly pay the newspaper reimbursement with my monthly salary from the month at the rate of/-.

3. I undertake that I will incurred the reimbursement on newspaper and in event of becoming ineligible for the reimbursement due to various reasons such as relinquishing of charge, providing of newspaper at office/residence by the University, etc, I will immediately intimate you to stop the newspaper reimbursement. I will be furnishing certificate (Annex-II) on half yearly basis to the effect that expenditure has been incurred on newspaper.

4. In case of non-compliance of above, the University can stop the reimbursement immediately and can also make recovery of the paid amount.

Yours faithfully

Name-
Designation-
Holding of full time charge-
Department-
Date-

Central University of Rajasthan

(Statement to be furnished on half-yearly basis by the employees to F&A Section)

Name of the Applicant:

Designation :

Department :

Pay Level & Basic Pay:

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:

Designation:

Department/Section: