



# नेशनल पावर ट्रेनिंग इंस्टीट्यूट

(Ministry of Power, Govt. of India)

HPTC, Nangal Dam, Dist. Ropar, (Punjab) 140124.

## REIMBURSEMENT CLAIM FOR NEWS PAPER

1. Name of Employee. :-----
2. Designation of the Employee :-----
3. Scale with GP of the Employee :-----
4. Name of the Newspaper/magazine :-----

SI.NO	Month	Bill No	Dated	Amount Rs.

## UNDERTAKING

I hereby declare that the above bill/amount indicated in this bill & claimed above has not been claimed earlier at any time.

Signature of Employee

Date : .....

Place : Nangal

## FOR OFFICE USE

This bill is restricted for the amount of Rs.....this is either actual monthly/quarterly bill minus 15% or Rs.100/- per month/Rs.300-per quarter per newspaper/magazine whichever less is. The number of newspaper/magazine allowed is .....as per office order No WF.063 (Misc.) dated 22.08.2006. Entered in Newspaper bill register page No.....

Approved  
Head of Institute

Admin In-charge

JSO

Passed for Rs.....(Rupees.....)

Junior Accountant

DDO