

रक्षा लेखा महानियंत्रक, उलान बटार रोड, पालम, दिल्ली छावनी-110010

CGDA, Ulan Batar Road, Palam, Delhi Cantt.-110010

(Ph.011-25665714, 25665560/Fax-011-25674806/Email: admin14.cgda@nic.in)

No. AN/XIV/14162/Newspaper/I

Dated: 24/08/2018

To,

The All PCsDA/CsDA  
All PC of A (Fys.) Kolkata  
All PIFA/IFAs

**Subject: Reimbursement of cost of newspaper purchased/supplied at the residence of the officers of Defence Accounts Department.**

At present, the re-imburement of cost of newspaper purchased / supplied at the residence of the officers of Defence Accounts Department is being made as per HQrs. Important Circular of even no. dated 27.03.2012. Now, after the issue of Ministry of Finance/Department of Expenditure OM No. 25(12)/E.Coord-2018 dated 03.04.2018 in supersession of the earlier orders issued by the Ministry, the revised procedure for re-imburement would now be as follows:

Sl. No.	Nomenclature in DAD	Reimbursement to be made per month (in Rs.)
1.	CGDA	As per actual.
2.	Addl. CGDA	1100
3.	PCDA	1100
4.	CDA	850
5.	Addl. CDA/Jt. CDA/Dy. CDA/Asst. CDA	500
6.	Sr. AO/Hindi Officer/Accounts Officer/Asst. Accounts Officer/PS (all Group 'B' Gazetted in DAD)	500

2. A certificate as per the Annexure (copy enclosed), to the effect that expenditure has been incurred on newspaper shall be provided by the officers to office on half yearly basis as mentioned in the Annexure for re-imburement.

3. The expenditure would be met out of the code head 'Office Expenses' allotted to the concerned offices and no additional funds will be allocated to meet the expenditure on this account.

4. Ministry of Finance/Department of Expenditure OM No. 25(12)/E.Coord-2018 dated 3<sup>rd</sup> April, 2018 is effective w.e.f. 03.04.2018.

(Mustaq Ahmad)  
Dy. CGDA (AN)

**Copy to:**

- (i) AN-IV section (Local)/Library (Local)
- (ii) The IT & SDC (Local) - for uploading on CGDA website.
- (iii) CENTRAD Barar Square, Delhi Cantt.
- (iv) MNB (AN-XIV) (Local).

Sd/-  
(Vijay Raina)  
Sr. AO (AN)

No. 25(12)/E.Coord-2018  
Government of India  
Ministry of Finance  
Department of Expenditure  
(E. Coord. Branch)

North Block, New Delhi  
Dated: 3<sup>rd</sup> 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 13<sup>th</sup> 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:

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

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.

  
3/4/18  
(H.Atheli)  
Director

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

Annexure

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: