

REGIONAL INSTITUTE OF EDUCATION: BHUBANESWAR
Campus & Welfare Section

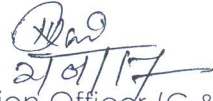
NOTICE

F. No. 297

Date: 03/01/2017

In continuation to this office Notice No.155 dated 02.08.2016 all eligible officials are requested to submit the bills for reimbursement of cost of News Paper pertaining for the period from **JULY to DECEMBER 2016** directly to S.O., C & W Section latest by 15th January 2017 for reimbursement.

Encl: Format.


21/01/17
Section Officer (C & W)

Copy to:-

1. Heads of all Departments/Sections of the Institute.
2. HM DM School for information.
3. I/c CAC with request to upload the same in the Institute Website.
4. P.A. to Principal.

REGIONAL INSTITUTE OF EDUCATION: BHUBANESWAR
CAMPUS & WELFARE SECTION
(FORMAT FOR REIMBURSEMENT OF COST OF NEWS PAPER)

1. Name & Designation :
 2. Deptt./Section :
 3. Claim for the period : January to June ☐ Year -
 (Put ✓Mark) : July to December ☐ Year -

4. Bill Details :

Sl No.	Month	Amount. (RS.)	Sl.No.	Month	Amount (RS.)
1	January		1	July	
2	February		2	August	
3	March		3	September	
4	April		4	October	
5	May		5	November	
6	June		6	December	
	Total			Total	
	15% cost of Ruddi (-)			15% cost of Ruddi (-)	
	Grand Total			Grand Total	

N.B: Original bills must be certified by the claimant

Signature of the claimant

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