



HEADQUARTERS OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCH DEEP BHAWAN: C.I.G. ROAD: NEW DELHI-110 002
E-mail : general-hq@esic.nic.in

No. D-34/19/2/95-Genl.

Dated: 11.10.2018

To

1. All Addl. Commissioners & Regional Directors/ Directors/ Jt. Directors (In-Charges)/ ROs/ SROs
2. NTA/D(M)D/ Directorate Medical Noida
3. Medical Superintendents, ESIC Hospitals/ DEAN, ESIC Medical Colleges/ Dental Colleges
4. All Jt. Directors (Fin.)/ All Dy. Directors (Fin.)

Subject: Reimbursement in respect of Newspapers purchased/supplied to officers at their residence-guidelines regarding.

Sir/Madam,

In supersession of this office letter of even number dated 17.01.1997 on the above subject, I am directed to inform you that it has now been decided to provide Newspaper(S) at the residence of officers as per entitlement indicated against each category of the officers in accordance with Govt. of India M/o Finance, Department of Expenditure OM no. 25(12)/E.Coord-2018 dated 3rd April 2018.

Sl. No.	Level of Officers	Reimbursement to be made per month (In Rs.)
1	Director General	As per actual
2	Financial Commissioner	Rs. 1100
3	Chief Vigilance Officer/Insurance Commissioner/ Medical Commissioner Equivalent	Rs. 850
4	Addl. Commissioner/ Director/Jt. Director/Deputy Director(STS)/Deputy Director/ Asstt. Director/ Principal Private Secretary/Private Secretary or equivalent working on the Administrative/ Secretarial side.	Rs. 500

2. It has 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 new rates based on the certification given by the entitled officer.

3. 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.
4. These instructions will be effective w.e.f. 03.04.2018.
5. This issues with the approval of Financial Commissioner vide her notes dated 25th September 2018 at page -64/N of the concerned file.

Yours faithfully,


(Sanjeev Kumar Shahi)
Asstt. Director (Genl.Br.)

Copy to :

1. PPS/PS to Director General for information.
2. PPS/PS to Financial Commissioner for information.
3. PPS/PS to CVO/ IC/MC for information.
4. All ACs/CE, hqrs. office for information.
5. Cash Branch/Fin & A/cs Branch, Hqrs. office.
6. Rajbhasha Shakha/Guard File.
7. W.C.M for uploading on ESIC website

Annexure**EMPLOYEES' STATE INSURANCE CORPORATION**

Office _____

Branch _____

[Statement to be furnished on half-yearly basis by the Government Officers 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: