

## Facility of Newspaper at the Residence of Employees

The members of staff may claim reimbursement of the expenses incurred for purchase of newspaper/magazine at their residence.

The periodicity of Newspaper/Magazine expenses reimbursement will be on quarterly basis on the last working day of quarter ending month i.e. for April to June in June, for July to September in September, for October to December in December & for January to March in March.

The limits for reimbursement of expenses incurred towards purchase/subscription for newspaper/magazine as well as other guidelines are as under:-

Scale / Cadre	Limit P.M.	Remarks
Scale VI to VIII	Rs. 600/-	For subscription to any Financial/Commercial Newspaper/Magazine
Scale IV & V	Rs. 450/-	For subscription to any Financial/Commercial Newspaper/Magazine
MMG Scale II & III	Rs. 300/-	For purchase of any Financial/Economic Newspaper/Magazine
JMG Scale I	Rs. 200/-	For purchase of Newspapers
Clerical Cadre	Rs. 175/-	For purchase of one non-Financial Newspaper
Sub-Staff including PTS	Rs. 150/-	For purchase of one non-Financial Newspaper

The reimbursement is allowed on the strength of undertaking submitted by the employee in HRMS. The periodicity of Newspaper/Magazine expenses reimbursement will be on quarterly basis on the last working day of quarter ending month i.e. for April to June in **June**, for July to September in **September**, for October to December in **December** & for January to March in **March** directly through HRMS in the accounts of the employees.

For the month of June, September, December, March undertaking to be submitted by employees from 22nd to 28th of the month which will be approved by concerned Establishment In-charge up to 29th of the month. Final reimbursement will be made centrally by HRMD on the last working day of the month.

**(Human Resource Management Division Circular No. 495/2020 dated 26.03.2020)**