



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण (पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)

मुख्यालय: जलमार्ग भवन, ए-13, सेक्टर-1, नौएडा-201 301 (उ०प्र०)

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Ports, Shipping and Waterways, Govt. of India)

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No.:IWAI-11015/11/2020-Lib

Date: 30.09.2025

Circular

Sub: Reimbursement in respect of Newspaper purchased / supplied to officers at their residence guidelines – reg.

In pursuance to the Ministry of Finance, Department of Expenditure **OM No. 25(12)/E.Coord-2018 of Ministry of Finance dated 03.04.2018**, Competent Authority has decided to implement the decision relating to reimbursement in respect of Newspaper purchased/supplied to officers at their residence in Inland Waterways Authority of India as under:

Sl. No.	Level of Officers	Reimbursement to be made per month (In Rs.)
1.	Secretary/Secretary equivalent (Level 17)	As per actuals
2.	Additional Secretary/ Additional Secretary equivalent (Level 15-16)	Rs. 1100
3.	Joint Secretary/Joint Secretary equivalent (Level 14)	Rs. 850
4.	Secretary/Chief Engineer/ Hy. Chief/ CAO/ Director/ Dy. Secretary or equivalent (Level 12-13)	Rs. 500
5.	Assistant Secretary/ Dy. Director/ SHS/ PPS or equivalent (Level 11)	Rs. 500
6.	Assistant Director/ PCSA/ AHS/ Sr. AO or equivalent (Level 8-10)	Rs. 500
7.	Section Officer/ Account Officer/ PS or equivalent (Level 7)	Rs. 500

2. As per the Clause 2 of the above mentioned O.M., a certificate as per enclosed Annexure, to the effect that expenditure has been incurred on newspaper shall be provided by the officers on half yearly basis for reimbursement.

3. In view of the above, all concerns are requested that the claims for reimbursement in respect of Newspaper may be submitted accordingly.

This issues with the approval of the Competent Authority.

(Neeraj Singh)

Assistant Secretary (A&E)

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Copy to: - (By E-mail)

1. Chief Engineer – Project Manager (JMVP) / Chief Engineer (Tech.) / Chief Engineer (NER) / Chief Engineer (OWs) / Hydrography Chief / Deputy Secretary (P&C) / Chief Accounts Officer / Director (NER) / Director (JMVP-II) / Director (Tech.) / Director (RE) / Assistant Secretary (P&C) / Assistant Secretary (L&H), IWAI, Noida.
2. Regional Offices / Sub Offices, IWAI
3. PCSA, IWAI - for uploading on IWAI website
4. Hindi Cell – for Hindi translation

Copy for kind information to: - (By E-mail)

PPS / PS / PA to Chairman / Vice - Chairman / Member (Traffic & Logistics) / Member (Finance) / Member (Technical) / Secretary, IWAI, Noida.

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

North Block, New Delhi
Dated: 3rd 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 13th 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.


(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

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: