



icmr **NIOH**
INDIAN COUNCIL OF MEDICAL RESEARCH
NATIONAL INSTITUTE OF OCCUPATIONAL HEALTH

आई सी एम आर-राष्ट्रीय व्यावसायिक स्वास्थ्य संस्थान
स्वास्थ्य अनुसंधान विभाग,
स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार
ICMR - National Institute of Occupational Health
Department of Health Research,
Ministry of Health and Family Welfare, Government of India

No.AC/16/Orders/2022-23/ 870

Dated: 08.08.2022

OFFICE ORDER

19 8 AUG 2022

Sub: Reimbursement in respect of Newspapers purchased/supplied to officers at their residence - reg.
Ref: (1) Min. of Finance OM No. 25(12)/E. Coord-2018 dated 03/04/2018.
(2) ICMR letter No. 16/28/2018-Admn.II dated 19.04.2018.

In order to maintain uniformity in office procedures and smooth functioning of administration, it has been decided by the undersigned that all claims for reimbursement of charges for newspapers purchased / supplied to entitled officers of this Institute at their residence shall require to be submitted in the prescribed proforma (enclosed) in succeeding months of July and January only i.e. for the months of January-June in July and for July-December in January. The other terms and conditions stipulated vide Council's letter dated 19.04.2018 shall remain same.

Henceforth, the claims received in the months other than above shall not be entertained.

Santasabuj Das

(Dr Santasabuj Das)
Director-in-Charge

To (for compliance):

1. All concerned employees.
2. SO Store, ICMR-NIOH - All bills shall be processed in one go.
3. AO, ICMR-NIOH.
4. ACO, ICMR-NIOH.
5. OIC, ROHCS - with a request to send all claims separately to NIOH for reimbursement after completion of due procedures. Henceforth, these claims shall not be met out of Centre's CB advance.
6. Notice Board.
7. Dr D P Singh, Scientist C with a request to place the order on Institute's portal under office circulars of notification tap.
8. Office copy.

Santasabuj Das

(Dr Santasabuj Das)
Director-in-Charge

*Ms. Salary for n.a. pls.
D.P.S.
22/08/2022*

ICMR-NATIONAL INSTITUTE OF OCCUPATIONAL HEALTH
Indian Council of Medical Research
Ministry of Health and Family Welfare
Department of Health Research, Government of India

[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,
- ii. July-December

[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 claimed by any other source.

Date:

Signature: _____

Name: