

ANNUAL

DECLARATION

(To be submitted every year by the employees who are in receipt of Newspaper allowance)

**CLAIM FOR REIMBURSEMENT OF NEWSPAPER EXPENSES FOR
THE PERIOD FROM _____ TO _____**

I hereby declare that during the period referred to above, I have incurred Rs _____ towards purchase of Newspapers. Cash memos / bills will be produced on demand. I hereby undertake to abide by the provisions of INCOME TAX law in this regard.

Signature : _____

Name: _____

Employee code: _____

Designation: _____

Date: _____

Controlling Officer

Accounts Department