

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
FINANCE & ACCOUNTS OFFICE

PERFORMA FOR REIMBURSEMENT UNDER PROFESSIONAL DEVELOPMENT ALLOWANCE (PDA)

{Ref: 1. Notification No. Estt (A)/123/E-4759 dated 27th March, 2012 & F&A/PDA/B.Y. (2012-15) dated 30th April, 2012}

Name:Emp. No.Designation.....Department:.....

Telephone: (Office) (Res.).....(Mob. No.).....Bank A/C No.....

A. Purchase of Computer (T&P item)	B. Contingency (i) To Purchase Books (ii) Professional Membership (iii) Journal Page Charges (iv) Computer Peripherals of Consumable nature	C. Conference (i) National Conference (ii) International Conference
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Reimbursement claim for the block (.....to.....) with following details:-

S. No.	Particulars	Date of Receipt	Amount ₹
Total ₹			

(Rupees)

I give an undertaking that if my expenditure exceed grant allocated, I shall be liable to pay back the excess expenditure to the Institute, in case I fail to do so, Institute has the right to recover the excess expenditure out of the payment due to me in any of the accounts, through Head of the parent Department/Centre.

1. Separate Form to be filled for conference and T.A. Bill Performa be used as annexure for details.
2. Please send this performa along with original verified vouchers and receipts to Finance & Accounts Office.

Signature:

Name:

Emp. No.

For the use of the office of Head of Department

Entry has been made in the department P.D.A. Register at Page No:

Verified & passed for payment for:

A. Purchase of Computer (T&P item) ➤ Entered in T&P Register Page No.....S.No.....	Rs.	MHR02-46-200-802
B. Contingency	Rs.	MHR02-46-200-412
C. Conference	Rs.	MHR02-46-200-410
Total Rs.		