# INDIAN INSTITUTE OF TECHNOLOGY ROORKEE FINANCE & ACCOUNTS OFFICE

*(PROFORMA FOR REIMBURSEMENT OF COMMUNICATION CHARGES)*

**Ref:** Office memo No. Estt(A)/361/E-4874 dated 13th October 2011, Corrigendum No. Estt(A)/396/E-4874 dated 14th November 2011, Notification No. Estt(A)/89/E-4874 dated 5th March 2012 & Notification No. Estt(A)/942/E-4874 dated 20th February, 2013.

# EMPLOYEE DETAIL

|  |  |
| --- | --- |
| Name: | Tel. No. (R) (O) |
| Employee No. | Mobile: |
| Designation: | Claim Period: F.Y. :   1. **March to August** 2. **September to February** |
| Department / office |
| Grade Pay |

**CLAIM DETAIL**

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | **Particulars** | **Date of Receipt** | **Amount Rs.** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total** |  |
| Amount in words: | | | |

I hereby give undertaking that if my expenditure exceeds the specified limit, I shall be liable to refund the excess amount to the Institute.

**Name ………………………** Signature…………………….

|  |  |
| --- | --- |
| **For Department / Office**  Verified and passed for payment of ……………..  Amount (in words)……………………………………  …………………………………………………………. GRANT CODE :  **Head of Department./office (Seal)** | **For Finance & Accounts Office**  Pay …………………... Amount (in words)……..  ……………………………………………………….. To…………………………………………………….  DEBIT TO GRANT CODE : **MHRO2-70-200-312**  **Supdt. A.R.(A&A) D.R.(A&A) Dean (F&P)**   1. *Use multiple proforma/ Annexure for more space/ detail.* 2. *Enclose original verified-receipts.* 3. *Telephone & its Cash Memos / receipt shall only be in the name of employee* |
| **SPACE FOR CHEQUE STICKER** |