

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE  
FINANCE & ACCOUNTS OFFICE**

**(PROFORMA FOR REIMBURSEMENT OF COMMUNICATION CHARGES)**

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

**EMPLOYEE DETAIL**

Name:	Tel. No. (R) (O)
Employee No.	Mobile:
Designation:	Claim Period: F.Y. :
Department / office	i. <b>March to August</b>
Grade Pay ₹	ii. <b>September to February</b>

**CLAIM DETAIL**

S.No.	Particulars	Date of Receipt	Amount Rs.
		<b>Total ₹</b>	
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.....

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