



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

**PROFORMA FOR REIMBURSEMENT UNDER PROFESSIONAL DEVELOPMENT ALLOWANCE (PDA)**

(Ref: 1. Notification No. E.S(A)/12246/E-4759 dated 20<sup>th</sup> April,2022)

Name: ..... Emp. No ..... Designation: ..... Deptt: .....

Telephone: (Office).....(Res.) ..... (Mobile No.) .....

Sl.No.	Contingency	Tick	Conferences	Tick
1	Academic/research books/e-books		National conference	
2	Memberships of professional societies		International conference	
3	Software/Cloud storage/Computer peripherals/Laboratory consumables/Laboratory usage charges			
4	Publication charges/Journal over-length page charges/Journal subscription charges/purchase of journal article			
5	Research Assistant/Associate for a maximum of 3 months			

Reimbursement claim for the block (..... to.....) with following details: -

Sl.No.	Particulars	Date of Receipt	Amount Rs.
Total Rs.			

Rupees.....

I.....give an undertaking that if my expenditure exceed grant allocated, I shall be liable to payback 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 Deptt./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 Dept. P.D.A. register at Page No.: .....

Verified & passed for payment for:

Contingency	Rs.	OH-36-46-200-412
National Conference	Rs.	OH-36-46-200-409
International Conference	Rs.	OH-36-46-200-410
Total Rs.		

Head of Department  
(Seal)