



**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	<b>i. March to August</b>
Grade Pay ₹	<b>ii. 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><b>GRANT CODE:</b></p> <p>.....</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 ₹ .....</p> <p>Amount (In words) .....</p> <p>.....</p> <p>To.....</p> <p>.....</p> <p><b>DEBIT TO GRANT CODE: OH-36-200-312</b></p> <p>.....</p> <p><b>Supdt. A.R.(F&amp;A) D.R.(F&amp;A) Dean (F&amp;P)</b></p>
<p><i>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</i></p>	