

**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. :	
Department / office	i. March to August	
Grade Pay ₹	ii. September to February	

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.....

<p>For Department / Office</p> <p>Verified and passed for payment of ₹.....</p> <p>Amount (in words).....</p> <p>.....</p> <p>GRANT CODE :</p> <p align="center">Head of Department./office (Seal)</p>	<p>For Finance & Accounts Office</p> <p>Pay ₹..... Amount (in words).....</p> <p>.....</p> <p>To.....</p> <p>DEBIT TO GRANT CODE : MHRO2-70-200-312</p> <p align="center">Supdt. A.R.(A&A) D.R.(A&A) Dean (F&P)</p> <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</p>
<p>SPACE FOR CHEQUE STICKER</p>	