

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.
Amount in words:		Total ₹	

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) SPACE FOR CHEQUE STICKER	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
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