

INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
(REVISED APRIL 2002)  
Form for reimbursement in respect of expenditure incurred on Books  
Technical Journals/Membership Fee of an International Body Society  
(To be submitted in duplicate)

FINANCIAL YEAR: April 01, 200\_ March 31, 200\_

1. Name \_\_\_\_\_
2. PF No \_\_\_\_\_
3. Department/Programme \_\_\_\_\_
4. Date of Joining \_\_\_\_\_
5. Amount of present (i) For Books/Technical journals Rs \_\_\_\_\_  
(ii) For Annual/Life Membership Fee Rs \_\_\_\_\_
- Total (in Figure) Rs \_\_\_\_\_  
(in Words) Rs \_\_\_\_\_

The details of expenditure are given on the reverse and the original Vouchers duly verified by the undersigned are enclosed \*No claim has been made from any other Institute during this financial year. \*This is applicable to those who join the institute in the middle of the financial year. Others may strike it off.

6. Claims made for reimbursement of :

Particulars	Amount spent	To be adjusted from	During the financial year ----- 200__
Books/ Technical Journals/ Stationery/ Xeroxing	Rs	Institute Account	Rs
Annual/Life Membership Fee	Rs	Institute Account	Rs

Date-----

SIGNATURE OF FACULTY MEMBER

Sanctioned

Head of the Department/Programme  
Forwarded to Accounts section for payment

Head of the Department/Programme

For use of Account Section

Noted in Control register at Page \_\_\_\_\_

Passed and pay Rupees \_\_\_\_\_ only)

(Rs. \_\_\_ ) by Cheque No. \_\_\_\_\_ Dated \_\_\_\_\_

transfer to salary for the month of \_\_\_\_\_

SUPERINTENDENT

ASSTT REGISTRAR(A/C)

DEPUTY REGISTRAR(F&A)

The details of expenditure for which reimbursement is claimed vide column on the pre-page is given below

- (i) BOOKS /TECHNICAL JOURNAL  
 (A separate sheet may be attached if space below is not sufficient)

Sl. No.	Voucher Number	Date	Title of the Item(s) purchased	Amount Rs.

Total-----

- (ii) MEMBERSHIP FEE

SL No.	Receipt Number	Date	Name of the Body/Society	Amount Rs

Total -----  
 Total of Item (i) and (ii) -----

Encl: \_\_\_\_\_ Vouchers in  
 Original duly verified by me

SIGNATURE OF FACULTY MEMBER

NOTE :

- (A) Contingency grant of Rs.4000/-will be admissible to each faculty member working against the permanent post for books, stationery and xeroxing (cost of stationery and xeroxing is permissible upto a maximum of Rs 500/-) per financial year.
- i) contingency grant of Rs. 4000/-per year as indicated above.
  - ii) The grants may be combined for 2 years.
  - iii) Carry forward of unspent grant in a year is allowed for one year is allowed for one year at a time that is, no reimbursement involving more than 2 years will be allowed.
  - iv) No advance payment is allowed.
- (B) All faculty member serving the institute against a permanent post will be entitled for reimbursement of 75% of membership fee of one international professional society per year.