

**INDIAN INSTITUTE OF TECHNOLOGY MANDI, H.P.-175 001**

**PROFORMA FOR REIMBURSEMENT OF PROFESSIONAL DEVELOPMENT ALLOWANCE (PDA)**  
*(SEPARATE FORM TO BE USED FOR SCIENTIFIC FIELD TRIPS & CONFERENCES)*

REIMBURSEMENT CLAIMS TO BE SUBMITTED MONTHLY

Name..... Designation.....Emp. No.....

School.....

**DETAILS OF REIMBURSEMENT CLAIM**

Sr. No	Item	Supplier	Bill/Cash memo/receipt no. with date	Amount(in ₹)

**CLASSIFICATION OF ABOVE EXPENDITURE**

- I. Membership of Professional Society(ies) Rs(₹) \_\_\_\_\_
- II. Telephone/Mobile usage Charges(maximum ₹12000/-PA) Rs(₹) \_\_\_\_\_
- III. Conference Field Trips Rs(₹) \_\_\_\_\_
- IV. Books Rs(₹) \_\_\_\_\_
- V. Stationery Rs(₹) \_\_\_\_\_
- VI. Software/Computer consumables Rs(₹) \_\_\_\_\_  
/Computer Peripherals/Internet
- VII. Lab Equipments/Lab consumables Rs(₹) \_\_\_\_\_

**I certify that the above expenditures are for my professional development only.**

Date \_\_\_\_\_

Signature \_\_\_\_\_

Passed for payment\*

Head of school \_\_\_\_\_

*\*(payment to be released after pre-audit)*

FINANCE & ACCOUNTS DEPARTMENT

Pre-audited for ₹.....	Passed for payment ₹.....
Financial Year .....	Transferred in the bank a/c on.....
	Cheque no. & date..... (if paid by cheque)
AR (Audit & Accounts)	..... Jr.Acctt                  F&AO/ Registrar

**Guidelines:-**

Membership of Professional Societies	Not more than three at a time incl. one life time membership.
Conference/ Field trips etc	} No limit on individual heads
Books and Stationery	
Software/Computer Consumables/computer Peripherals/Internet/Lab equipments/Lab consumables	
Telephone/Mobile usage charges	₹ 12,000/- per F.Y.

Annual expenditure limits :

<u>FY -1</u>	<u>FY-2</u>	<u>FY-3</u>
₹1lac	₹2 lacs	₹ 3 lacs
	Less- expenditures incurred in FY-1	Less- expenditures incurred in FYs -1 & 2