



No.Accounts/LRA/Gr.A faculty/2021

Date:

CIRCULAR

Sub: Grant of Learning Resource Allowance to Group 'A' Non faculty Officers in JIPMER, Puducherry – Reg.

Ref : No.Admin.I. 8(1)/2016 dated 06.05.2024.

In continuation to the order cited under reference, all the Group "A" Non faculty Officers of the institute are informed to follow the instructions as mentioned below for reimbursement of Learning Resource Allowance for the year 2024-2025.

- (i) Bill to be submitted in **the prescribed format enclosed in Annexure-I** to Accounts Section of this Institute at a single spell.
- (ii) Tax paid invoice (in original) to be submitted for the purchases/subscription made online.
- (iii) All the bills should have TIN No. / CST No./GST No. & Invoice Number.
- (iv) Revenue stamp to be affixed and crossed on bills having purchase value of Rs.5,000/- and above.
- (v) The bills should be certified as follows on the reverse side.

Other terms & conditions mentioned in Order dated 06.05.2024 at ref.1 remains the same.

Certificate

Certified that the above mentioned items had actually been purchased and paid by me and used as a Resource Material for Learning.

Signature of Group-A Officer

The last date for submitting the claim for LRA for the financial year 2024-2025 will be **20.02.2025**. Further extension will not be entertained.


SENIOR ACCOUNTS OFFICER

To

1. All departments / Section
2. Deputy Director Admin
3. Senior Administrative Officer / Accounts Officer
4. P.S to Director / Dean Academic /Medical Superintendent / Dean (research)

