



Admn.I.8(1)2016

Dated : 19 JAN 2018

CIRCULAR

Sub: Sanctioning of Learning Resource Allowance to Group 'A' Officers in JIPMER, Puducherry - Reg.

As per the approval of competent authority, all Non-faculty Group 'A' Officers of this Institute are informed to submit the claim for reimbursement of Learning Resource Allowance (LRA). The LRA may be for the following:-

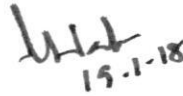
1. Membership fee of the Professional Societies.
2. Subscription of Scientific Journals.
3. Training fees for short term courses.
4. Purchase of books and Journals including e-books and e-journals.
5. Purchase of reprints or expenses related to publication of papers in indexed journals.
6. Equipment's used for Research purposes such as desk tops, lap tops, I pads, PDAs, Notebook Pcs, Mac Books, additional portable hard disks, pen drives, CD's, Multifunctional devices I-phone/Smart phone.
7. Transparencies, Slides and similar resource materials required to enhance the learning.
8. Computer software including antivirus package which are needed as learning resource.
9. Repair/replacement expenses including printer toners, cartridges etc.
10. Modems, Data cards etc., for internet connection.
11. SLR Cameras, Digital Cameras and their accessories such as lenses, stand etc.
12. Video cameras and accessories.
13. Hardware and software relating to simulators and trainers to learn clinical/laboratory skills.
14. Digital scanners.

For the Block Year **2017-18** Rs 30,000/- (Rupees Thirty Thousand only) per annum is sanctioned as Learning Resource Allowance to all Group - 'A' Officers other than Faculties of this Institute. Purchase of all the above items should be in the name of the Officer only and appropriate original bills with a certificate that all these are exclusively used by the Officers concerned as a resource material for learning, along with the "**UNDERTAKING**" should be submitted to Accounts Section of this Institute while claiming for reimbursement of Learning Resources Allowance.

The Group 'A' Officers other than faculty, who have put in less than 12 months of service within the financial year, are also eligible for Learning Resources Allowance on proportional basis.

The last date for submitting the claim for LRA during the **financial year 2017-18** will be **20.02.2018.**

This is issued with the approval of the Director.


15.1.18
DEPUTY DIRECTOR (ADMN.)
DEPUTY DIRECTOR (ADMN.)
JIPMER, PUDUCHERRY

To

All Departments/Sections

Copy to:-

- The Finance and Chief Accounts officer, JIPMER
- Accounts officer, Accounts Section, JIPMER
- The Pay Bills Section, JIPMER

REVENUE STAMP TO BE AFFIXED AND CROSSED IN BILLS HAVING PURCHASE VALUE OF RS. 5,000/- AND ABOVE

THE BILLS SHOULD BE CERTIFIED AS FOLLOWS ON THE REVERSE SIDE AND SUBMITTED IN DUPLICATE TO THE ACCOUNTS SECTION.

CERTIFICATE

Certified that the bill items have been exclusively purchased and used by me as a resource material for learning.

Signature

UNDERTAKING

I _____(Name) Group 'A' Officer do hereby undertake that I have no objection in returning the Learning Resource Allowance received for the year 2017-18, otherwise the same may be recovered from any payment entitled to me in whatsoever form, in the event of non-approval of Standing Finance Committee.

Date :

Signature :

Place:

Name & Designation :

Employee No :