



जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान

**JAWAHARLAL INSTITUTE OF POSTGRADUATE  
MEDICAL EDUCATION & RESEARCH**

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

भारत सरकार / GOVERNMENT OF INDIA

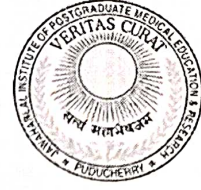
(An institution of National Importance under Ministry of Health & Family Welfare)

धनवंतरी नगर, पुडुचेरी / Dhanvantari Nagar, Puducherry 605006

Website: [www.jipmer.edu.in](http://www.jipmer.edu.in)

Phone: 0413 – 2296106

Fax: 0413 – 2272066



No:JIP/Dean(Res)/LRA/Cir- 1/2024-25

Date: 02 MAY 2024

**CIRCULAR**

**Sub:** Grant of Learning Resource Allowance (LRA) to the Faculty Members and teachers of College of Nursing, Puducherry / Karaikal for the year 2024-2025 – Reg.

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Faculty Members (other than those in College of Nursing) are eligible for reimbursement of up to Rs. 150,000/- and teachers in College of Nursing up to Rs. 60,000/- (Rupees Sixty thousand only) as LRA.

The eligible persons are requested to submit their bills of the entire reimbursement amount or any partial amount for the **First Quarter (01<sup>st</sup> April to 30<sup>th</sup> June 2024)**. However, any person who **resigns, voluntarily retires, superannuates or otherwise leaves the Institute (e.g. by proceeding on foreign assignment, a long-term course within India/abroad), or is on EOL during the financial year, and for whom the amount claimed and reimbursed exceeds the amount eligible on pro rata basis for the period for which he is eligible to receive LRA, will have to pay back to the institute the excess amount claimed through a demand draft drawn in favour of Accounts Officer, JIPMER, before the Dean Research Office issues a No Due Certificate.**

The last date for submitting the claims for the first quarter is **30<sup>th</sup> June 2024, and the dates for subsequent quarters will be Sep 2024, 31 Dec 2024 and 28 Feb 2025. Unused LRA amount cannot be carried forward to the next financial year.**

**Reimbursement is permissible for the following items (the list has been revised in April 2024 based on recommendations of a committee that periodically reviews this):**

**1. Items for clinical examination/evaluation:**

Digital cameras and their accessories including lenses, stand, data cards and related software; Digital scanners; Video cameras and accessories; Stethoscope, Electronic stethoscope, Otoscope, Hand-held spirometer, Pulse oximeter, Video-laryngoscope, Otoscope, Flexible endoscopes, Ambulatory BP apparatus, Electronic BP apparatus; Pocket doppler for vascular use (PNDT permission will be needed as per the government norms); Blood glucose monitors and accessories; Fetal Doppler ultrasound stethoscope (PNDT permission, as per government norms); Ultrasonic nebulizers; Human skeleton (full or partial); Heart rate variability software; Ophthalmoscope, Indirect ophthalmoscope, Retinoscope; Wearable sensors for remote health monitoring and Portable sleep study devices

**2. Items for research and related activities:**

Subscription of scientific journals, Purchase of reprints or expenses related to publication of papers in PubMed-indexed journals; Equipment used for research purposes; Desktop computers, monitors and their accessories, Laptops and their accessories, Tablet devices (e.g. iPad), Personal digital assistants, Digital input devices including keyboards, mice and drawing tablets, Digital storage devices including flash drives, hard disks, solid state drives, network associated storage or devices (NAS), CDs or DVDs, Online data storage (e.g. Google Drive, OneDrive, Dropbox), Multifunctional devices, Smart phones and their accessories including earphones/headphones, Smart watches that can be linked to smartphones to extend their functionality, Protective covers for digital devices, Manikins/Simulators, Hardware and software relating to simulators and trainers for clinical/lab skills, IQ testing materials, Research-related software, AMC for equipment purchased through extramural project or Institute Reagents/consumables/non-consumables for thesis under the officer's guidance and Application development.

**3. Items for Teaching/Training activities:**

Airway management devices, Anatomical models, Projection devices and accessories, Printers including multi-functional devices, Camcorders or digital audio/video recorders, Electronic book readers, Membership fee of the professional societies, Training fees for short-term courses if approved by the competent authority, Purchase of books and journals including e-books and e-journals, Transparencies, slides and similar resource materials required to enhance learning, Computer software including antivirus package or office software (including subscription), Modems and Data card.

**4. Repair/replacement expenses for digital devices listed above, including printer cartridges**

**5. Fees for online courses and CME/Workshop/ Conferences/ Fellowship Courses**

**These are allowed to be claimed under LRA with the following conditions:**

- Approval has to be obtained from the competent authority to attend such conferences.
- Only delegate fees are permitted; receipt of payment has to be submitted.
- Spot registration, package amount or TA/DA are not permitted from LRA
- Course fee for courses related to the specialty or health care management run by recognized international or national professional societies, universities or government/autonomous institutions can be claimed. Only fees paid in a financial year can be claimed in the same year. The course duration should not exceed three years.

**6. Stationary items:**

**Items under a limited number of categories, up to a total not exceeding Rs. 10,000 per year:**

- Writing supplies (pen, ink, highlighters, permanent markers, white board markers)
- Paper and related products (A4 or A3 size printer paper, photo paper, index cards, envelopes, folders/binders, paper clips)
- Desk supplies (staplers, tape dispensers, glue, adhesive tapes, hole punches, rubber stamps and stamp pads, correction pens or tape, staplers and stapler pins)
- Small office equipment (paper shredders, laminators, label makers, extension cords)
- Flip charts and stands for them.
- File stands or organizers.
- Batteries (Rechargeable or other in AAA, AA, 9V sizes) battery chargers.
- Posters printing costs.

**7. Miscellaneous**

- Gadgets/reagents/consumables/non-consumables/equipment that are not listed above but are useful for learning with regard to patient care, research and/or teaching.
- Miscellaneous expenses related to approved research projects, such as auditing costs.
- More than one officers can pool their LRA to buy research equipment for the department with approval of the competent authority. This equipment must be entered in the department's stock register. Subsequent maintenance costs including AMC/CMC can be processed through the regular institute process and need not be borne by the faculty member(s).

**8. Conditions**

- Purchase of Drugs, furniture, Smart TVs, and payment of fees for examinations (e.g. DNB, MRCP) is NOT permitted from LRA.
- Purchase of expensive items from the same category through LRA shall be limited to every alternate year for Electronic Stethoscopes, Desktops, Laptops, Smart watches, Smartphones and Tablet devices exceeding INR 50,000 or higher. In exceptional cases (such as loss, theft, or damage not covered under warranty), repeat purchase may be allowed with the permission of the competent authority. Equipment from different categories or those costing below Rs. 50,000 can be purchased in consecutive years (e.g.: Purchase of desktop in one year and laptop in the next year).

- The items must have been purchased in the name of the faculty member who is submitting the claim. Requisite bills should be submitted with a clear certificate that the items will be used exclusively by the faculty member and as a resource material for learning.
- The claims should be submitted in the attached format; claims submitted in a different format will not be processed.
- If the officer has received back any amount (e.g. as discount, cash back offer, etc) from that indicated in the invoice, it must be declared and subtracted from the claim amount. Also, if any item is subsequently returned for any reason, any refund amount must be returned to the Institute. Failure to do so will result in appropriate action.

This is issued with the approval of the Director.

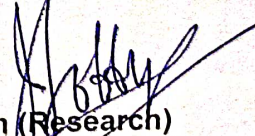
### IMPORTANT NOTES

- Details of purchases should be submitted to the office of the Dean (Research) in the prescribed format attached to this circular and also available on the JIPMER website.
- Each purchase/subscription, etc should be supported by original invoice/cash memo as well as a proof of payment in the form of bank statement/credit/debit card/ UPI statement, etc.
- For reimbursement under LRA, cash payment are acceptable only for bills with value up to Rs 10,000/-. For any bill exceeding Rs 10,000/- in value, payment should have been paid by one of the non-cash modes, such as through a Bank Draft/Cheque, or by online mode (e.g. UPI), credit card, debit Card, etc.
- For online purchases or subscriptions paid in foreign currency, the claim should be supported by original invoice and relevant currency conversion statement in INR on the date of purchase.
- All the bills/ invoice should have TIN No. / CST No./GST No. & Invoice Number.
- Revenue stamp to be affixed and crossed on bills having purchase value of Rs. 5000/- and above.
- Each bill should be certified as follows on the reverse side as follows:

### CERTIFICATE

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

Sincerely,

  
Dean (Research)  
डीन (अनुसंधान)  
JIPMER. जिपमर.