



सत्यमेव जयते

जवाहरलालस्नातकोत्तरआयुर्विज्ञानशिक्षाएवंअनुसंधानसंस्थान  
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH  
(स्वास्थ्यएवंपरिवारकल्याणमंत्रालय, भारतसरकारकेअधीनराष्ट्रीयमहत्वकासंस्थान)  
(An Institution of National Importance under Ministry of Health & Family welfare)  
भारतसरकार / GOVERNMENT OF INDIA  
धन्वंतरिनगर, पुदुच्चेरी/ Dhanvantari Nagar, Puducherry- 605 006  
Website: www.jipmer.edu.in  
**ACCOUNTS SECTION**



Phone: 0413 – 2296034

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

Date: 10 AUG 2022

**CIRCULAR**

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

**Ref :** No.Admn.I.8(1)2016 dated 30.05.2022.

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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 2022-2023.

- (i) Submit the bills 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.

**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 2022-2023 will be **20.02.2023**. Further extension will not be entertained.

**SENIOR ACCOUNTS OFFICER**

वरिष्ठ लेखा अधिकारी

Senior Accounts Officer

जिपमेर / JIPMER

धन्वंतरी नगर / Dhanvantri Nagar

पुदुच्चेरी / Puducherry-605 006

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)

**FORMAT FOR SUBMISSION OF CLAIMS FOR LRA - Group ‘A’ Officers**  
**FOR THE YEAR 2022-23**

**Name of the Staff :** \_\_\_\_\_ **Date of Joining :** \_\_\_\_\_

**Date of joining in the present post :** \_\_\_\_\_ **Date of Retirement :** \_\_\_\_\_

**Employee No. :** \_\_\_\_\_ **Mobile Number :** \_\_\_\_\_

**Department :** \_\_\_\_\_ **Bank A/C No. :** \_\_\_\_\_

<b>Sl. No</b>	<b>Name of the Item Purchased/ Short Term Courses</b>	<b>Amount in INR</b>	<b>Remarks</b>
<b>Total</b>			

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

**Signature of the Officer**

**Forwarded by concerned Office-In-Charge**

**(For Office use only)**

Submitted for grant of Learning Resource Allowance of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ only) for  
the financial year 2022-2023.

**DA**

**JAO**

**DDO**