

**FORMAT FOR SUBMISSION OF CLAIMS FOR REIMBURSEMENT OF  
LEARNING RESOURCE ALLOWANCE FOR THE YEAR \_\_\_\_\_  
FROM ( \_\_\_\_\_ TO \_\_\_\_\_ )**

Name of the Faculty/Gr. A Officers:

Designation:

Department:

Date of Joining:

S.No.	Name of the item purchased/Short Term Courses	Invoice No. & Date	Amount in INR	Transaction Details, if purchased online

**CERTIFICATE**

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

Signature of the Faculty/Officers

Note:

1. Details of purchase may be submitted in the prescribed format enclosed with this order.
2. For purchases/subscription made in Foreign Country proof of relevant conversion on the date of purchase in INR is required to be furnished.
3. Proof of purchase/subscription made online, invoice/debit or credit card bank statement are required to be furnished.

**REVENUE STAMP TO BE AFFIXED AND CROSSED IN BILLS HAVING PURCHASE VALUE OF RS. 5000/- AND ABOVE.**

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