

## APPLICATION FORM FOR LRA CLAIM

Name of the Faculty Member/Group 'A' Officer:

Designation :

Department:

Date of Joining:

SLNO	Name of the Item	Invoice No. & Date	Amount (In Rs.)	Transaction details If purchased online

This is to certify that all the procured items are exclusively used by me as resource material for learning and research only and the amount of LRA claimed as reimbursement has been wholly, substantially and specifically utilized for the purpose of training, research and teaching activities and I indemnify Director, AIIMS from any liability in this regard.

Date:

Name & Signature  
Of the Faculty Member/ Group 'A' Officer

**IMPORTANT NOTE:-**

1. Details of Purchase may be submitted only in the prescribed format attached in annexure-I.
2. For Purchase/subscription made in foreign currency, proof of relevant conversion on the same date of purchase in INR is required to be furnished and payment will be made accordingly.
3. Proof of Purchases/subscription made online original invoice and debit/credit card are bank statement are required to be furnished.
4. All the bill should have TIN No./CST Number/GST No./Invoice Number even material purchased though online trade.
5. Revenue stamp to be affixed and Cross Signed in bills having purchase value of Rs. 5000 and above.
6. The bills should be certified on the reverse side and submitted in triplicate to the LRA Committee.
7. The Clime may be similarly rejected if not found in order on the above basis.

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