**Annexure-1**

**APPLICATION FORM FOR LRA CLAIM**

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**NAME OF THE FACULTY/GROUP “A” OFFICER:**

**DESIGNATION: DEPARTMENT:**

**DATE OF JOINING:**

**CLAIM FOR THE PERIOD: FROM ……………………………………… TO …………………………………**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No** | **Name of the Item** | **Invoice No. & Date** | **Amounts (In Rs.)** | **Transactions details if purchased online** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

This is to certify that all the procured items had actually been purchased and paid by me **during 2018-19 Financial Year only.** The procured items under LRA are exclusively used by me as resource material for teaching, training, learning and research only.

**Date: Signature of Faculty/Group ‘A’ Officer**

**IMPORTANT NOTE**

1. Details of Purchase may be submitted only in the prescribed format.

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 bank statement are required to be furnished.

4. All the bill should have TIN No./CST Number/GST No./Invoice Number even material purchased through 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 Chairman, LRA Committee.

7. The claim may be similarly rejected if not found in order on the above basis.