**FORMAT FOR SUBMISSION OF CLAIMS FOR LEARNING RESOURCE ALLOWANCE (LRA)**

**FOR THE FINANCIAL YEAR ( )**

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| Name |  |
| Designation |  |
| Date of Joining |  |
| Employee No. |  |
| Mobile No. |  |
| Bank Account No. |  |

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| Sl. No. | Name of Items Purchased /  Short Term Courses | Invoice No. &  Date | Amount in INR | Remarks |
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| Sl. No. | Name of Items Purchased /  Short Term Courses | Invoice No. &  Date | Amount in INR | Remarks |
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| **Total Claimed Amount** | | |  |  |

**Important Note/ Guidelines**

* Details of purchase may be submitted only in the prescribed format.
* For purchases/subscription made in foreign currency, proof of relevant conversion on the date of purchase of INR is required to be furnished.
* Proof of purchase, subscription made online, Invoice / Debit or Credit Card Bank Statement are required to be furnished.
* All the bills should have TIN No. / CST No. / GST No. & Invoice No. even the material purchased through online trade.
* The bills should be self-certified on the reverse side.
* Any document as required by the competent authority to verify the expenditure/ transactions shall be submitted by the concerned.

Certified that the above mentioned items had actually been purchased and paid by me and used as a Resource Material for Learning. I shall submit the purchased item for physical verification as and when required by competent authority.

**Signature of the Applicant**

**Date:**