

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

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

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

Sl. No.	Name of Items Purchased / Short Term Courses	Invoice No. & Date	Amount in INR	Remarks
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: