



## Guidelines for reimbursement

### **Learning Resource Allowance:**

The officers concerned should submit their request along with the receipts in original for purchase of medical and other scientific books, journals and other resource materials like floppies, CDs, video films, transparencies, colour films for making slides, developing and mounting charges of slides, photocopying scientific articles and postages paid for mailing papers/letters to journals for publication of research papers and participation in conferences/workshops, initial applications/project proposals for getting funds for research projects against production of proper postal/courier receipts along with the following certificate duly endorsed by the Head of the Dept:

### **Membership fee:**

The officers concerned shall initially seek sanction specifying the amount of membership fee through their respective Head of Dept./division and later claim reimbursement by producing the receipt in original along with the initial sanction and the above certificate duly endorsed by the Head of Department.

With the introduction of Learning Resource Allowance, all free services extended so far by the institute for any of the above purposes including slide making etc. stand withdrawn and the expenses incurred on rendering any of the above services from the institute will automatically be debited to the individual account of the academic staff concerned. The unspent balance, if any, will not be allowed to carry forward to the next financial year and the maximum amount is restricted to ₹.1,50,000/-per financial year

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P.S: The HODs may submit their personal reimbursement claims to the Head, BMT/Director, as the case may be, for recommendation and approval