



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360001  
All India Institute of Medical Sciences, Rajkot, Gujarat 360001  
A Central Autonomous Body under PMSSY, MoH&FW  
Government of India [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in)



F No. AIIMS/Rajkot/Admin/Establishment/07/LRA/2023-24/6427

Date: 25/11/2023

**O.M. 155 of 2023**

**Subject: Grant of Learning Resource Allowance (LRA) to the Faculty and Non-Faculty (Group-A officers) of AIIMS - Rajkot.**

**Supersession of previous office memorandum regarding LRA i.e., of O.M. 70 of 2022 dated 28.01.2022, O.M. 124 of 2022 dated 29.12.2022 and O.M. 140 of 2023 dated 27.04.2023.**

In accordance with the Minute of Meeting of Standing Academic Committee (AC 1.10) and Standing Finance Committee (SFC/01/05/h), items as per Annexure – A, following are permissible for claiming Learning Resource Allowance (LRA) reimbursement during financial year 2023-24 on pro-rata basis: -

1. The Faculty and the Executive Director are permitted LRA of Rs. 1,50,000/- for the financial year 2023-24.
2. In case of Non-Faculty, LRA of Rs. 30,000/- per annum is permitted for the financial year 2023-24.
3. In case of an employee who have joined after April - 2023, LRA shall be admissible on Pro - rata basis.
4. The Faculty and Non-Faculty shall submit the details as per the format enclosed at Annexure -B
5. The certificate enclosed at Annexure – C, has to be submitted along with the claim.
6. All bills have to be as per the following timelines: -
  - i. 1<sup>st</sup> – 15<sup>th</sup> October for claims of period covering April to September.
  - ii. 1<sup>st</sup> – 15<sup>th</sup> March for claims of period covering October to March.
7. The LRA claim amount may thus be claimed in two parts or in one go, as per the requirement of the faculty/officer.

This is issued with the approval of Executive Director, AIIMS Rajkot.

Encl. Annexures A, B and C.



**(Col. Puneet Kumar Arora)**  
**Deputy Director (Admin)**

कर्नल पुनीत कुमार अरोरा,  
Col. Puneet Kumar Arora,  
उप निदेशक (प्रसा.)/Dy. Director (Admin),  
एम्स राजकोट - 360 001, गुजरात.  
AIIMS Rajkot - 360 001. Gujarat.

Copy to:

1. All Faculty / Non-faculty Members.

AIIMS Campus: Village Khandheri, Tehsil- Paddhari, District Rajkot 360110

[dda.aiimsrajkot@gmail.com](mailto:dda.aiimsrajkot@gmail.com)

**The Reimbursement of Learning Resource Allowance will include for the following:**

1. Membership fee of the professional society.
2. Subscription of scientific journals.
3. Training fee for short term courses.
4. Purchase of books, journals including e-books & e-journals and book cabinet.
5. Purchase of reprints or expenses related to publication of paper in indexed journal.
6. Equipment's used for research purpose such as Desktop, Laptop, I-Pads, Tablets, Personal Digital Assistant, Notebook, PCs and Mac Book. Additional Portable Hard Disks, Pen Drives, CDs, Smart Voice Assistant Devices, Bluetooth Headphones, Multi-functional Devices, Bluetooth Speakers, Web-Cam or any other Computer/IT Peripherals, Laptop/Desktop Desk and repair/replacement of expenses of such Equipment's.
7. Smart phones with e-mail features.
8. Transparencies slides and similar resources materials require to enhance the learning.
9. Computer software including Anti-virus.
10. Repair/replacement of expenses including printer cartridges.
11. Modems, Data card for internet connection.
12. SLR Cameras, Digital Camera & their accessories such Lenses, Stands, Data cards.
13. Video, Cameras and accessories.
14. Hardware and Software relating Simulators and trainers to learn clinical laboratory skills.
15. Article processing/Publication charges of open access journal included in MEDline, PubMed, PubMed central, DOAS, Science Citation Index (SCI), SCI expanded and Emerging Source Citation Index. For this purpose, either the bill should be in the name of author requesting the reimbursement or all authors must certify that none of them other than the author claiming the reimbursement have requested/received reimbursement for the article in question.
16. Stethoscope, Blood pressure apparatus, otoscope and ophthalmoscope.
17. A medical device used for learning/teaching/training/research, subject to self-certification by the faculty member and approval by the competent authority.
18. Cloud storage subscription.
19. Smart board, Smart watches, Smart TV, Sound box with public address system and digital scanners.
20. LED Lights and LED Projectors.
21. Reimbursement for conference related travel/accommodation/registration fee as per existing AIIMS Guidelines and Government rules for funding such events.
22. Studio set up for online teaching/Web conferencing such as but not limited to tripod stand, Green screen, Table stand for Cameras', Mikes, Light and ergonomic suitable chair and table.
23. Copyright questionnaire or modules for research and teaching.
24. Any other item with the approval of competent authority.



# All India Institute of Medical Sciences Rajkot(Gujarat)

FORMAT FOR SUBMISSION OF CLAIM FOR REIMBURSEMENT OF  
LEARNING RESOURCE ALLOWANCE FOR THE YEAR \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Name of Faculty/Officers : \_\_\_\_\_

Designation : \_\_\_\_\_

Department : \_\_\_\_\_

Date of Joining : \_\_\_\_\_

Sr. No.	Name of the item Purchased/Short term Courses	Invoice No. & Date	Amount in INR	Transaction Details, if Purchased online



# All India Institute of Medical Sciences Rajkot(Gujarat)

## CERTIFICATE

- Certificate that the bill item has been exclusively purchased and used by me us a resource material for learning.

**Signature of the Faculty/Officers**

### Note:

1. Details of purchase may be submitted in the prescribed format enclosed with this order.
2. For purchase/subscription made in Foreign Country proof of relevant conversion on the date of purchase in INR is required to be furnished.
3. Proof of purchase/subscription made online, invoice/debit or credit card bank statement are required to be furnished.

**REVENUE STAMP TO BE AFFIXED AND CROSSED IN BILLS HAVING PURCHASE VALUR OF RS. 5000/- AND ABOVE.**

**THE BILLS SHOULD BE CERTIFIED AS FOLLOWS ON THE REVERSE SIDE AND SUBMITTED IN DUPLICATE TO THE ACCOUNTS SECTION.**

