

**Guidelines for Professional Association
Membership Fee Reimbursement- 2019
GNLU/RPD/2/2019**



Gujarat National Law University

GUJARAT NATIONAL LAW UNIVERSITY

Office of Dean Research and Publication

Attalika Avenue, Knowledge Corridor, Koba,
Koba (Sub P. O.), Gandhinagar - 382426 (Gujarat), INDIA
Phone No. : +91-79-23276611/23276612
Fax: +917878186624
Email: odrd@gnlu.ac.in

Table of Contents

Sr. No	Content	Page No.
1.	Objective	3
2.	Eligibility	3
3.	Procedure to Claim Reimbursement	4
4.	Period of Reckoning	4
5.	Miscellaneous	4
6.	<i>Annexure I- Application form for Professional Association Membership Fee Reimbursement</i>	5

GUIDELINES FOR PROFESSIONAL ASSOCIATION MEMBERSHIP FEE REIMBURSEMENT- 2019

1. Objective

- 1.1 Gujarat National Law University promotes members of faculty and research cadre to be a member of various prestigious national/international professional associations. Membership of such associations provides individuals with opportunities for professional training; access to contemporary ideas in their area of expertise; and/or subscription to scholarly publications, and the like.
- 1.2 This policy outlines the circumstances under which the University will pay or reimburse employees for personal professional association membership fees, i.e. membership in the name of the individual staff member.

2. Eligibility

A faculty member or a member of research cadre shall be eligible for claiming Professional Association membership fee reimbursement if he/she has successfully completed his/her two years of service at the University. The eligibility conditions are as follows:

- 2.1 The membership fees of Professional Bodies incurred by the member on his/her own behalf for professional development purposes are eligible to be reimbursed upon the presentation of receipts.
- 2.2 Reimbursement of fees will be limited to a maximum of 3,000 INR per employee per academic year.
- 2.3 Applicant can claim for reimbursement fees within 30 days from date of becoming the member of any professional body.


DIRECTOR
Gujarat National Law University, Gandhinagar
Attalika Avenue Knowledge Corridor, Koba
Dist. Gandhinagar : 382426

3. Procedure to Claim Reimbursement

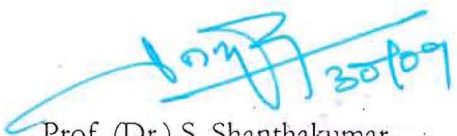
- 3.1 Eligible members shall submit the application form for reimbursement of membership fee of Professional Bodies to the Office of Dean, Research and Publication Division. The application form must be accompanied by original receipts.
- 3.2 The Office of Dean Research and Publication Division shall assess whether the expense qualifies as an eligible expense as described above.
- 3.3 After certifying the authenticity of the submitted documents, application form and receipts will be forwarded to accounts department which will process the reimbursement.
- 3.4 After checking the claim and approval of the Director, the office of Registrar will disburse the amount following the usual procedure based on the availability of funds under the category of 'Membership fees of other institutions' for the academic year.

4. Period of Reckoning

The year commencing from July to June of the following shall be the period of reckoning for claiming the reimbursement.

5. Miscellaneous

- 5.1 The Director shall be the final authority for the approval of fee reimbursement and interpretation of these Guidelines. In case of any conflict, the decision of the Director shall be final.
- 5.2 Notification about this guidelines and application form Professional Association membership fee reimbursement shall be available on the website of the University.


Prof. (Dr.) S. Shanthakumar,
Director, GNLU

DIRECTOR
Gujarat National Law University, Gandhinagar
Attalika Avenue Knowledge Corridor, Koba
Dist. Gandhinagar : 382426



Gujarat National Law University

GUJARAT NATIONAL LAW UNIVERSITY
APPLICATION FORM FOR REIMBURSEMENT OF PROFESSIONAL ASSOCIATION
MEMBERSHIP FEES

1. Employee Information	
Date of Request	
Name of the Employee	
Designation	
Employee ID Number	
Joining date at GNLU	
2. Details of Professional Association Membership	
Name of Professional Association/Body	
Period of Membership 1) Annual Membership 2) Life time Membership 3) Renewal of Membership	
Amount of Membership Fee : Rs _____	
3. Certificate	
1. I have read and agree to the guidelines for professional association membership fee reimbursement.	
2. I certify that the amount has been utilised for the membership indicated above. I take full responsibility for any clarification required on the expenditure as and when required.	
Enclosure:	
1) Copy of Professional Association Membership	
2) Invoice for membership must be attached for approval.	
Date:	Signature of the Employee

4. Signature of the Concerned Official

HR Section

Number of times claimed for the reimbursement of Membership Fee: _____

Account Section

Balance available for the current year : _____

Total budget availed by the application during the current financial year: _____

Recommended by Dean Research

Remark: _____

Signature: _____ Date: _____

Recommended by the Registrar

Remark: _____

Signature: _____ Date: _____

Decision by the Director

- Approved

- Not Approved

Remark: _____