

APPLICATION FOR REIMBURSEMENT OF TUITION FEE

(In terms of G.O.Ms.No.2 Education, Dated: 05-01-2011)

1. Name of the Employee & Desgn. : _____

2. Place of working : _____

3. Date of First Appointment : _____ as SGT / SA/ LP

4. Date of Joining Present Cadre : _____

5. Date of Joining Present School : _____

6. Education Particulars of Childrens (TWO ONLY)

S.No	Name of the Child	Date of Birth	Which Class Studying	School Address	Total Tuition Fee Paid for the year
1.					
2.					

(Fee Original Receipts. Study & Bonafied Certificated Enclosed)

7. Recognition Particulars of School: 1)Rc.No. _____ Dated: _____ of the

2)Rc.No. _____ Dated: _____ of the

8. Total Tuition Fee to be Reimbursed :Rs. _____ (Limited as per Rules)

9. Whether spouse is Employee or not YES / NOT
(If Yes Enclose Spouse Non-Drawal Certificate issued concerned DDO)

10. If Spouse is Employee : Name & Desgn. _____
Place of Working _____

11. Remarks if any : _____

DECLARATION

It is hereby declared that the amount claimed towards Reimbursement of Tution Fee was not drawn by me previously and my husband/wife who is not a Gazetted Officer , has not claimed the same from the any office in which she/he works in case Govt.Employee and also it is assured that if any of the above information furnished be me is proved false, I will be liable for punishment as per CCA Rules.

Signature of the H.M

Signature of the Employee.

STUDY & BONAFIED CERTIFICATE

Certified that Chi. _____ S/O.D/O. _____

_____ is studying class _____ in our school with CBSE/State Syllabus for the Academic Year _____. Our School is Recognised by Government of Andhra Pradesh Vide Rc..No. _____ Dated _____ of _____.

It is also certified that this institution is not under the Grant-in-aid of Govt. of Andhra Pradesh.

The above noted pupil has not been paid any scholarship during the above Academic year from this institution. And the following amount has been collected towards Tuition Fee from the parents of the pupil during the said Academic Year(As per Fee Receipts)

QUARTER- I RS. _____

QUARTER-II RS. _____

QUARTER-III RS. _____

QUARTER-IV RS. _____

TOTAL RS. _____ (Inwords _____)

_____ only)

Signature of the Head of the Office.
With seal.

CERTIFICATE BY THE DRAWING & DISBURSING OFFICER.

Certified that the Applicant Sri/Smt _____ is working as

S.G.T / School Asstt. / L.P in _____

Since _____ As per the S. R of the individual the date of First Appointment is _____

As _____.

Signature of the D.D.O.

STUDY & BONAFIED CERTIFICATE

Certified that Chi. _____ S/O.D/O. _____

_____ is studying class _____ in our school with CBSE/State Syllabus for the Academic Year _____. Our School is Recognised by Government of Andhra Pradesh Vide Rc..No. _____ Dated _____ of _____.

It is also certified that this institution is not under the Grant-in-aid of Govt. of Andhra Pradesh.

The above noted pupil has not been paid any scholarship during the above Academic year from this institution. And the following amount has been collected towards Tuition Fee from the parents of the pupil during the said Academic Year(As per Fee Receipts)

QUARTER- I RS. _____

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TOTAL RS. _____ (Inwords _____)

_____ only)

Signature of the Head of the Office.
With seal.

CERTIFICATE BY THE DRAWING & DISBURSING OFFICER.

Certified that the Applicant Sri/Smt _____ is working as

S.G.T / School Asstt. / L.P in _____

Since _____ As per the S. R of the individual the date of First Appointment is _____

As _____.

Signature of the D.D.O.

NON – DRAWAL CERTIFICATE

This is to certify that Sri /Smt. _____

H/O. W/O. _____

_____DISTRICT has been working as _____ in

_____Mandal of _____District

Since _____.

And he / she was NOT DRAWN AND PAID to the above
INCUMBENT's CHILDRENS TUITION FEE REIMBURSEMENT
Grant for the Year _____

Place: _____,

HM / MEO

Date: _____.