

The Principal,  
Sri Guru Gobind Singh College of Commerce,  
Pitam Pura, Delhi-34.

Sub: Reimbursement of Tuition Fee.

Sir,

As per the notification of the Sixth Central Pay Commission regarding the reimbursement of the Tuition Fee of children of the Central Govt. Employees, I am enclosing herewith the receipts, in original, of the tuition/ hostel fee paid to the school and other expenses during the year 20..... - 20..... of my child/children as per the following details:-

Name	Class	Tuition/Hostel Fee* other expenses**	Amount of Reimbursement( to be filled in by A/c office)
1.			
2.			

I certify that my spouse is not availing reimbursement under Children Education Allowance from his/her employer/any other source.

I also undertake that in future if any discrepancy is ever found, the amount would be deducted from my salary.

Submitted for approval, please.

Kindly sanction the amount of :Rs \_\_\_\_\_/-.

Signature of the Employee : \_\_\_\_\_

Name of the Employee : \_\_\_\_\_

Designation of the Employee : \_\_\_\_\_

SECTION OFFICER(ADMN)

SECTION OFFICER(A/CS)

ADMN.OFFICER

\* strike off whichever is not applicable

\*\*Uniform, text books and note books , school shoes(if tuition is less than Rs.1000/- p.m. per child.)

Encl: as above.