

**APPLICATION FOR REIMBURSEMENT OF TUTION FEE**

(Educational concessions to te Children of Employees)

(In terms of G.O.Ms.No.160 Dated: 30.09.2022)

1) Name and Post : -----

2) Working Place : -----

3) Particulars of Children (Two only) :

S.No	NAME OF CHILD	AGE	CLASS (1 to INTER)	SCHOOL ADDRESS	ACADAMIC YEAR

4) Recognition particulars of School Rc.No :-----/CBSE SCHOOL

5) Total Tution Fee to be Reimbursed: Rs.-----/Limited as per rules(receipt enclosed)

6) Name of Spouse &Post& Office : -----

**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 gazette 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 by me is proved false, I'll be liable for punishment as per CCA Rules.

Signature of the Employee.

**STUDY 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 Govt. of A.P. vide Rc.No. -----Dt. ----- of -----RJDSE / DEO,GUNTUR.

The following amount has been collected towards Tution Fee from the parents of the student during the said Academic year.( as per receipts .

Tution Fee Q1=Rs. -----

Q2=Rs. -----

Q3=Rs. -----

Q4=Rs. -----

TOTAL =Rs. -----

Station:

Signature of the Head of the Office

Date :

## GUIDELINES FOR CLAIM OF EDUCATIONAL FEE REIBURSEMENT

1. Sanction orders should be supported by school fee receipts in original.
2. The School should be recognized by Government of A.P. irrespective of whether grant-in-aid is received or not. Or recognized by CBSE, NEW DELHI.
3. If one of the parents is a Gazetted Officer and the other is a Non- Gazetted Officer (NGO), Concession is not admissible.  
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4. Certificate stating whether Spouse is employee in State, Central, Quasi Government, etc. where similar concessions are available and have not been availed is to be furnished by the Government servant and attested by the DDO.
5. If the Government servant is under suspension, concession is admissible pending result of the enquiry.
6. The Concession is claimed up to the month in which the NGO is ousted for want of vacancy/dismissed/retired from service and not till the end of the school year.
7. The claim is restricted to Rs. **2500/-** per child per annum in respect of students studying from 1  
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is further restricted to 2 children for each Government servant ( G.O.Ms.No. 1,Education, (Y) Department ,dt.2-1-1982)

salaries under 010 HEAD