

**Ministry of Communications & Information Technology**  
**Department of Information Technology**  
**National Informatics Centre**

**REIMBURSEMENT OF TUITION FEE**

Certified that the child / children mentioned below in respect of whom reimbursement of tuition fee is claimed is / are wholly dependent upon me :

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Name of the Child	Date of Birth	School in which studying	Class in which studying	Monthly tuition fee actually payable	Tuition is actually paid from ----- April 200 To March 200	Amount of reimbursement claimed
1	2	3	4	5	6	7
1.						
2.						
3.						

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2. Certified that the tuition fees indicated against the child / each of the children had actually been paid by me (Cash receipt / counter-foil of the Bank Credit Vouchers to be attached with the initial claim).

3. Certified that :

- I. My wife / husband is / is not a Central Government Servant.
- II. My wife / husband is a Central Government Servant but she / he will not claim reimbursement of tuition fee in respect of our child / children.
- III. My wife / husband is employed with \_\_\_\_\_ she / he is / is not entitled to reimbursement of tuition fees in respect of our child / children.

4. Certified that during the period covered by this claim the child / children attended the school(s) regularly and did not absent himself / herself / themselves from the school (s) without proper leave for a period of exceeding one month.

5. Certified that the child / children mentioned has / have not been studying in the same class more than two years
6. Certified that I or my wife / husband have / has not claimed and will not claim the children's educational allowance in respect of the children mentioned above.
7. Certified that my child / children in respect of whom reimbursement of tuition fee is claimed is / are studying in the school which is / are Recognized School (s) (not applicable to schools run by Central Government / State Government / Union Territory Administration / Municipal Corporation / Panchayat Samiti / Zilla Parishad ).
8. In this even of any change in the particulars above which effect may eligibility for reimbursement of Tuition Fees. I undertake to intimate the same from promptly and refund excess payments, if any made.

( Signature of the Govt. Servant)

Name in Block Letters \_\_\_\_\_

Designation & Office \_\_\_\_\_

Emp. Code No. \_\_\_\_\_

Tel. Phone / Int. Com No. \_\_\_\_\_

Dated : \_\_\_\_\_

(Strike out what is not applicable)

\* Employer other than Central Government to be mentioned.