

**BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LTD**  
**NAMRUP: PERSONNEL DEPTT**

**REIMBURSEMENT OF TUTION FEE**

Name of the child	Date of birth	College/School in which studying & location	Class in which studying	Tuition fee actually paid from _____ to _____	Amount for reimbursement claimed
01	02	03	04	05	06

1. Certified that the child/children mentioned above in respect of whom reimbursement of Tuition Fee is claimed is/are wholly dependent up on me.
2. Certified that the tuition fees indicated against the child/each of the children had actually been paid by me.
3. Certified that-
  - i. My Wife/husband 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 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 exceeding one month.
5. Certified that the child/children mentioned has/have not been studying in the same class for 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. In the event of any change in the particulars above which affect my eligibility for Reimbursement of Tuition Fees, I undertake to intimate the same promptly and also to refund excess payments, if any, made.

(Strike out what is not applicable)

\* Employer other than Central Govt. to be mentioned.

(SIGNATURE)

Name of Employee:

**(in block letters)**

E/No. :

Designation :

Department :

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

PTO

.....**School/College.**  
(Name and Location of the Institution)

Certified that Shri/Miss \_\_\_\_\_ son/daughter of  
Mr./Mrs. \_\_\_\_\_ is a student of Class \_\_\_\_\_ since \_\_\_\_\_.  
He/She has paid tuition fee ` \_\_\_\_\_ per month for the period from  
\_\_\_\_\_ to \_\_\_\_\_ as per details given below:-

1. Tuition Fee @ ` . \_\_\_\_\_ per month.
2. Science Fee @ ` . \_\_\_\_\_ per month.
3. Music Fee @ ` . \_\_\_\_\_ per month.

It is also certified that \_\_\_\_\_ School/College is recognized by the  
educational authorities of \_\_\_\_\_ State. (Not applicable to Govt. School and Schools  
run by Municipal Corporation/ Committee/ Panchayat Samiti or Zila Parishad.)

Principal/Headmaster  
Head Mistress.

Dated \_\_\_\_\_