

THAPAR UNIVERSITY



(Established under Section 3 of the UGC Act, 1956)
Thapar Technology Campus, Post Box No. 32
PATIALA 147 004 Punjab India
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URL : www.thaparedu

APPLICATION FOR REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

(Ref. OM No. 12011/03/2008-Estt. (Allowance) Dt. 02/09/08)

01. Name and Designation of the staff member (in block letters) _____
02. Employee Code and Department _____
03. Pay in the Pay Band and Grade Pay _____
04. Particulars of Child
- Name _____
- Date of Birth _____
- Class _____
- School _____

05. The Quarter to which the claim relates (Tick \checkmark)

I Quarter	II Quarter	III Quarter	IV Quarter
April – June	July – September	October – December	January – March

06. Amount Claimed

Particulars		Amount (Rs.)	Bill NO. & Date
(a)	* Tuition Fee		
(b)	Purchase of Text Books (One Set/per child/per year)		
(c)	Purchase of Note Books (One Set/per child/per year)		
(d)	Purchase of Uniform (Two Sets/per child/per year)		
(e)	Purchase of School Shoe (One Set/per child/per year)		
TOTAL			

NOTE : *Tuition Fee means Tuition Fee, Admission Fee, Lab. Fee, Special Fee charged for Agriculture, electronics, music or any other subject, fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee for extra-curricular activities.

Enclosures

- (a) Declaration
 (b) Original Bills

 Signature of the Employee
 Name _____

Place : PATIALA
 Date : _____

