

Land & Development Office
Ministry of Urban Development
Nirman Bhawan New Delhi-110011

REIMBURSEMENT OF TUTION FEE

1. Name & Designation of Govt. Employees.....
2. Date of last claim.....
3. Period for which reimbursement was claimed
4. Period to which present claim pertain.....
5. Details of Present claim

S.No.	Details	Particulars of 1 st Child	Particulars of 2 nd Child
(i)	Name of the Child/Children		
(ii)	School in which studying and location of the school		
(iii)	Class in which studying		
(iv)	Actual amount of Tution Fee etc. paid:- (Attach receipt) (i) 1 st quarter- (ii) 2 nd quarter- (iii) 3 rd quarter- (iv) 4 th quarter- Total:-		
(v)	Reimbursement for purchase of textbooks & notebooks		
(vi)	Uniforms & Shoes etc. (Receipts to be attached)		
(vii)	Hostel Subsidy, if any. give details. (Attach receipt)		
Total			

Gross total- (Rs.....)

In words.....

Certificate

1. Certified that my child/children mentioned at Para 5 on pre-page in respect of whom reimbursement claimed is/are studying in the schools as mentioned at Para 5(ii) and the reimbursement claimed as per para 5(iv) (v) (vi) & (vii) on pre-page have actually been paid by me. I have not claimed the above amount earlier.

2. (i) My wife/husband is not a Government Servant.

(ii) My wife/husband is in Govt. Service and no reimbursement would be claimed by her/him.

(iii) My wife/husband is employed with _____
_____. She/he is not entitled to reimbursement mentioned at para 5 on pre-page.

Dated

Signature

NAME-
DESIGNATION-
SECTION-