KAKATIYA UNIVERSITY, HANAMKONDA

APPLICATION FOR REIMBURSEMENT OF TUITION FEES

TO THE CHILDREN – NOT EXCEEDING TWO – OF NON-GAZETTED OFFICERS & CLASS-IV EMPLOYEES AS PER G.O.Ms.No.2, Edn. (SE.Genl.I) Dept., dated 5/1/2011

(Duly adopted & implemented vide KU Orders No. 346 /C1/KU/2016-2017/C8, Dt. 17 /10/2016)

1	Name of the Pupil	:	
2	a) Class & Section in which the pupil is studying	:	
	b) Whether the pupil is promoted to the class shown above or detained	:	
3	Name & Designation of the Parent	:	
4	Nature of appointment	:	
5	Amount of Reimbursement	:	
6	Declaration of the Parent/Employee	:	

I hereby declare that

i) _____ shown at Sl.No.1 of this application is my son/daughter. Please find enclosed a copy of my "Family Ration Card/Aadar Card" as *proof*.

ii) My wife/husband is not an employee of the University/Government or any other organization in which the tuition fees reimbursement facility is in vogue.

iii) In _____ wherein my wife/husband is working, she/he is not getting the benefit of tuition fees reimbursement facility.

(*strike off whichever is not applicable*)

Signature of the University Employee

CERTIFICATE TO BE FURNISHED BY THE HEAD OF THE SCHOOL/COLLEGE/INSTITUTION HWERE THE PUPIL STUDIED/IS STUDYING

Certified that _____ Son/Daughter of Smt./Sri _____ _____studied/is studying the class _____ (*please specify along with section*) of this School/College. He/she is in receipt/not in receipt of any Scholarship amounting to Rs._____ per month/annum from the Government. The school/college is aided or unaided but recognized by the Government of Telangana, vide Proceedings No._____ dated. _____. The rate of tuition fees charged for the above class is Rs._____ per month. The tuition fee charged and collected from the said pupil during the academic year **2022-2023** is amounting to Rs._____(Rupees _____ only). It is certified that said amount was received towards **tuition fee from June, 2022 to May, 2023** during the said academic year.

Place:
Date:

Signature of the Head Master/Principal with Seal of the Institution
Phone/Mobile No.

CERTIFICATE OF THE HEAD/CONTROLLING OFFICER OF THE EMPLOYEE CONCERNED

I hereby certify that the person shown at Sl.No.3 of this application is working as _____ and he/she is likely to continue in service till the end of the academic year _____. I further certify that the particulars shown above are genuine and according to rules in vogue of the University, and hence, I hereby forward and recommend that an amount of Rs._____ (Rupees_____) may be reimbursed to Sri/Smt._____, _____ towards "reimbursement of tuition fee".

Date:

Signature of the Principal / Head

Controlling Officer with office Seal

KAKATIYA UNIVERSITY, HANAMKONDA

***

Declaration of the Employee for claiming the Children Education Concession for the Academic Year 2022-2023

Certify that the following are the family particulars of my family as on 31 /07/2023

Sl.No.	Name of the Wife/Husband	Date of Birth	Age	Occupation

Sl. No.	Name(s) of the Children	Date of Birth	Age	Status of Education / Class (2022-23)	Class in which the pupil is studying (2023-2024)
1					
2					
3					
4					

I declare thath the above said information is true and correct to the beast of my knowledge, (Proof is enclosed) if the information is found to be false/objected by the audit party, the same amount may be recovered from my salary.

Signature of the Employee

NAME :

Designation :

Place of Working :

Phone No.

Attestation of Principal / Head / Controlling Officer
(With Seal)