

ANNEXURE- I

Request for Financial Assistance for talented children excelled in academic

Date: _____

To,
Jt. General Manager (P&A)
IFFCO, Paradeep Unit

My son / daughter Master / Miss _____ has secured _____% of marks (90% or more) in Class _____. He / She has taken admission in Class _____ w.e.f. _____. A certificate from the Educational Institute or proof of continuing the studies is attached herewith.

It is requested that an amount of Rs. _____/- for 1st / 2nd / 3rd / 4th (Quarter / Yearly) be paid towards the Financial Assistance in respect of my above mentioned child. Since claim for reimbursement of tuition fees is submitted on six monthly / yearly basis, therefore, the tuition fee receipt as the case may be, from the concerned Educational Institute is enclosed.

My child is pursuing professional course as per Class ii(b) of Circular No. 1536 dated 22nd February 2006, therefore, an amount of Rs. _____/- spent on purchase of books also kindly be reimbursed. Receipt(s) of the same is / are enclosed herewith.

I declare that my above mentioned child is not getting financial assistance for furthering of studies from anywhere else and is dependent on me through out the period.

Further, I shall abide by the terms & conditions of the Circular(s) on the subject.

Signature : _____

Name of Employee : _____

P. No. : _____

Designation : _____

Place of Posting : _____

ANNEXURE-II

(To be completed by the Educational Institution)

Certified that Master / Miss _____
(Date of Birth) _____, Son / Daughter of Shri / Smt.
_____ is studying in Class / Course
_____ of this School / College as regular full time / part
time student, with effect from _____. He / She has passed
the previous Class / Course of this School / College i.e. _____ with
_____% of marks.

(Signature of Headmaster / Principal with stamp)

Dated: _____