



ANNEXURE - I

**Request for Financial Assistance for talented children  
excell in academics.**

Date \_\_\_\_\_

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My son / daughter Master / Miss \_\_\_\_\_ has secured \_\_\_\_\_ % 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 Clause 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 and conditions of the Circulars on the subject.

Signature \_\_\_\_\_  
Name of the 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 \_\_\_\_\_% marks.

\_\_\_\_\_  
Signature of Headmaster/  
Principal with stamp)

Dated \_\_\_\_\_