APPLICATION FOR THE GRANT OF THE CONCESSION TO CHILDREN OF NGO'S UNDER G.O.Ms.No.02, EDUCATION, DATED:05-01-2010

1. Name (IN BLOCK LETTERS)   :

2. a. Class & Section in which the pupil is   :
        reading

    b. Whether the pupil is promoted to that   :

3. Parent's Name   :

4. How employed Full particulars of the post   :
    held, Department, etc., should be sated
    here against relevant heads below.

5. Salary of the Parent&Scale of pay   :

6. Concession claimed full/half   :

7. Declaration by the parent   :

I hereby declare that _____Surname_____ shown against Col.I of this application is my Son/Daughter.

Station: **SIGNATURE OF THE PARENT**

Date:

Certificate by Head of the Department

I hereby certify that the person shown against column of applicant is working as _____ and he is likely to be in service till the end of the school/College year_____.

Station: **SIGNATURE**
Date:

_____ **(Seal of the Office)** _____
REMARKS HEAD OF THE INSTITUION
FEE CONCESSION APPLIED FOR IS RECOMMENDED FOR SANCTION

(1) Certified that the school/College is recognized by the Government of Andhra Pradesh vide ._____.
(2) Certified that the amounts towards School/College Fee has been fully paid.
(3) Certified that no such claim has been preferred previous.

Station:
Date:

                              Principal/Headmaster/Headmistress

GUIDELINES FOR CLAIM OF EDUCATIONAL FEE REIBURSEMENT

1. Sanction orders should be supported by school fee receipts in original.

2. The School should be recognized by Government of A.P. irrespective of whether grant-in-aid is received or not. Or recognized by CBSE, NEW DELHI.

3. If one of the parents is a Gazetted Officer and the other is a Non- Gazetted Officer (NGO), Concession is not admissible.

4. Certificate stating whether Spouse is employee in State, Central, Quasi Government, etc. where similar concessions are available and have not been availed is to be furnished by the Government servant and attested by the DDO.

5. If the Government servant is under suspension, concession is admissible pending result of the enquiry.

6. The Concession is claimed up to the month is which the NGO is ousted for want of vacancy/dismissed/retired from service and not till the end of the school year.

7. The claim is restricted to Rs.1000/- per child per annum in respect of students studying from 1 to Intermediate and the scheme shall be limited to 2 children of Non- Gazetted Officers.

8. The claim is restricted to Rs.65/- per annum per child in respect of students studying Degree. It is further restricted to 2 children for each Government servant (G.O.Ms.No. 1,Education, (Y) Department ,dt.2-1-1982)

9. Bills shall be drawn on pay bill form i.e. APTC Form-47

10. The concession is applicable to all NON – GAZETTED/ CLASS IV EMPLOYEES drawing salaries under 010 HEAD.

PROCEEDINGS OF THE _____

Present : _____

L.Dis. No._____   Date :_____

Sub:- Educational Concession – Reimbursement of Tuition Fee paid for their children
@ Rs. 1000/- each to certain members of staff of ZPHS _____ for
the Academic Year_____ Orders Issued.

Ref:- 1) GO.Ms. NO. 2 Education Department Dt: 05-01-2011.
2) Applications received from Incumbents.

1) Sanction is hereby accorded for payment of an amount of Rs. _____
(Rupees _____ only) indicated in the column (5) against
each of the TEACHERS in the annexure appended to this order towards reimbursement of
tuition fees paid for their children during the academic year _____.

2) Certified that the schools in which the children of the above employees have studied are
recognized by the Government.of AP/CBSE New Delhi.

3) The amount sanctioned in para 1 above is in accordance with the conditions
laid down in the Government Orders read above.

4) The expenditure shall be debited to "2202- 02- 191- 05 - 010-Salaries
– 016 - Tuition fee Reimbursement.

5) Any amount paid erroneously, found to be in excess to the permissible amount
under the existing orders, on a later date, and is liable to be recovered.

6) Necessary Entries are made in the service registers of applicants and vouchers of fee
paid by the teachers towards tuition fee duly cancelled and enclosed to the pay bill.

A N N E X U R E

Name & Designation of the Employee	Name of the Student and Class	Name of the School	Rate allowed per each pupil according to rules per annum	Amount Admissible
1	2	3	4	
			Rs.1000/-	RS. 1000/-
			Rs.1000/-	RS. 1000/-

Headmaster

Coy to :

1) Individual Concern.
2) STO _____.