

PRE PAYMENT RECEIPT CUM UNDERTAKING

Received with thanks a sum of Rs..... (In words)
.....only by Online Transfer From RKCL on behalf of Department of Information Technology & Communication, (DOIT&C) GoR on account of RS-CIT course fee and incentive (if eligible) against my Learner Code No.....

My bank details are as under:

- Bank NameA/c No.....
- Branch Address:
.....IFSC.....
(Compulsory Attach Cancel Cheque)

My personal details are as under:

- Name
- Father's Name.....
- Mob No. Email ID
- Date of Birth..... GPF No.....
- Full office address.....
.....PIN.....
- Office Contact No.....Designation.....
- Full Residential Address:
.....PIN.....

Further I hereby undertake :

1. I have passed the RS-CIT exam in :
First Attempt [] Not in First Attempt [] (Please √ tick as applicable)
2. I have not claimed the amount previously for the same course.
3. As per reimbursement norms, my age at the time of admission was 55 Years or less.
4. Disciplinary action shall be taken if any information found false or wrong/double reimbursement claim availed.

Place : (Signature).....

Date : Name:.....

S. No. _____

Date _____

Government of Rajasthan,
Do IT – C, Ist floor,
Yojna Bhawan, Tilak
Marg, Jaipur.

**Sub: - Refund of course fees of RSCIT on the behalf of the circular no.
F7(103) /Do IT/Deptt/08/ML-64**

Sir/Madam

This is to state that Mr. _____ S/o _____
_____ is employee of our department on this _____
designation. He has successfully completed RSCIT course organized by RKCL with
the Complete fee payment of Rs _____/-.(receipt enclosed).
We are enclosed the following document for the reimbursement.

Documents enclosed:

1. Department covering letter.
2. Pre-Payment Receipt.
3. Self attested copies of the RS-CIT Certificate as proof of successful Completion.
4. Fee receipt in two copies.
5. Copy of Secondary Exam Mark sheet as proof of Date of Birth.
6. Copy of PAN Card.
7. Cancelled Cheque / Copy of Bank Passbook.
8. Salary Pay Slip.
9. Copy of GPF/NPS/Employee ID.

Thanking you