

SATLUJ JAL VIDYUT NIGAM LIMITED

APPLICATION FOR REIMBURSEMENT OF EXPENDITURE ON ACCOUNT OF
TUITION FEES AND/OR HOSTEL SUBSIDY

1. Name of the employee : _____
2. Employee No. : _____
3. Designation : _____
4. Department : _____
5. Reimbursement applied :- _____
for academic session
6. Details regarding expenditure incurred towards tuition fees and/or hostel subsidy in the first instance/beginning of the academic year:

Name of Child	Name & Address of School	Class of study	Expenditure incurred towards	
			Tuition fees	Hostel subsidy
			(Rs. Per Month)	

NB: Documentary evidence to be attached in respect of expenditure incurred by the employee towards tuition fees and/or hostel charges while educating his child/children.

REQUEST:

Based on the details submitted at Sl. No. (6) above, I may be sanctioned reimbursement of expenditure incurred by me towards tuition fees/or hostel subsidy as under:

Sl.No.	Name of Child	Amount of monthly reimbursement (Rs.)	
		Tuition fees	Hostel subsidy

CERTIFICATE:

1. If there is any change in the status, as notified above during the academic year e.g. change in tuition fees and/or hostel subsidy/school or any other reasons, I shall intimate the same to the concerned Personnel & Administration Department immediately.
2. My child/children* in respect of whom the aforesaid reimbursement is applied for are wholly dependant on me.
3. My wife/husband* is/is not* working in SJVNL and is/is not* claiming the aforesaid reimbursement.
4. The reimbursement applied for, as above, is only towards expenditure to be incurred by me for tuition fees/hostel subsidy* while educating my child/children*.
5. The reimbursement applied for, as above, is not in respect of a child/children* who has/have* studied in the same class (i.e. the class for which reimbursement has been applied) for more than two academic sessions.
6. The information submitted by me, as above, is correct and in case any of the information submitted by me is found to be incorrect, I understand that I may be disqualified for reimbursement of tuition fees and/ or* hostel subsidy in respect of my child/children*, without prejudice to the rights of the management to take appropriate action as per the Company Rules in vogue.

(SIGNATURE OF EMPLOYEE)

NAME:

EMPLOYEE NO.

DESIGNATION

DEPARTMENT

DATE:

PLACE:

(* Please strike out the portion not applicable)