

To

Sir,

Sub: - Education concession - to children studying in English Medium School/
Concession – Requested – Regarding.

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I submit herewith the application for grant for Education Concession to my children
studying in _____ at _____.

I request to kindly sanction me a sum of Rs. _____ (Rs. _____
_____) towards the reimbursement of tuition fee
for which I have paid for my children for the year _____.

Yours faithfully,

(Signature of the applicant)

Name:

Designation:

Address:

www.chittoor.ap.gov.in/zpctr

C E R T I F I C A T E
@@@@@

Certified that a sum of Rs. _____ (Rs. _____
_____) has been collected from _____

Son/ Daughter of _____ studying Class _____

in our school towards the tuition fee for the academic year _____.

Signature of
Head of Educational Institution.
and seal

www.chittoor.ap.gov.in/zpctr

**Application for the Grant for Education Concession
to the Children of NonGazetted Officers**

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1. Name of the Pupil :

2. (a) Class and Section in which the pupil is studying :

(b) Whether the Pupil is promoted to the class noted against col.No.2 or detained :

3. Parent's Name :

4. How Employed, full particulars of the post held Department etc., should be stated here against relevant heads below. :

(a) Non-Gazetted Officers :

(b) District Board Employed :

5. Salary of the Parent :

6. Concession claimed full/half :

7. Declaration by the Parents :

I here by declare that _____ shown against Col.No.1 above is my Son/ Daughter.

Station:

Date: _____ Signature of the Parent

-----for office use-----

8. Certificate by Head of Office.

I hereby certify that the person against Col.No.3 of this Applicant is working as _____ and he/she is likely to be in-service till the end of the school Year.

Seal of Office:

Station:

Date: _____ Signature of Head of Officer.

-----for the use of school-----

9. Head of the Educational Institution.

The education concession applied for is hereby recommended for sanction please.

Seal of the School:

Station:

Date: _____ Signature of the Head of the Education Institution.

BONAFIDE CERTIFICATE
CERTIFICATE FOR EDUCATION CONCESSION
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Certified that _____ Son/daughter
of _____ is/was a bonafide student of this
School and studying in Class _____.

He/She has Paid a sum of Rs. _____ per month totaling Rs. _____
(Rs. _____) for the academic year
_____.

His/her conduct is/was satisfactory.

The Government of Andhra Pradesh recognized this institution vide No.
_____, dated _____ of _____ Dept.
Dated.

The above noted pupil has not been paid any scholarship during the above
period from this institution.

Station:

Date:

School Seal:

Signature
Head of Educational Institution.