मोलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)
(Accredited "A" Grade by NAAC)

ADMINISTRATION & GOVERNANCE SECTION

Ref. No. MANUU/Admn & Gov/F-104/2016-17/264

18th October, 2016

CIRCULAR

Sub: Submission of Children Education Allowance Bills between 01st April to 31st August, every year–Reg.

Ref: Vice-Chancellor's approval dated: 23rd September, 2016.

All the Teaching & Non-teaching staff of MANUU are hereby informed that the bills for claim of the Children Education Allowance for reimbursement of fee be submitted to Administration & Governance Section between 01st April to 31st August of every financial year. After the above said date the Children Education Allowance bills will not be processed.

By Order

Assistant Registrar

To

All Deans of Schools of Studies All Heads of Departments (Teaching)/ Centres/DDE All Sections Heads/Incharge (Non-Teaching) All Heads/Incharge of Regional Centres, Sub-Centres, CTEs, ITI/Polytechnics, Model Schools, etc.

To please note the same and bring to the notice of their staff

Copy to:

- 1. Office of the Vice-Chancellor / Registrar / Finance Officer.
- 2. Director, CIT for uploading on university website.
- 3. Concerned file

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BILL FOR REIMBURSEMENT OF CHILDREN'S EDUCATION ALLOWANCE

martment/Section	ame of the Employee:			Designation			ID.No	
epartment/Section:		S.B. A/o	S.B. A/c No		Branch:		Phone:	
Certified that the Education Allowan					whom re-	imbursemei	nt of Children's	
Name of the Child	Date of Birth	School in which studying	Class in which studying	Medium of Instruction	Monthly tuition fee actually payable	Tuition fee actually paid	Total amount of reimbursement claimed	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
1.								
2.								
Details of expenditure				First Chil	d Sec	ond Child	Total	
_	Tuition fee paid for the Academic Year			Rs.	Rs.		Rs.	
	Period fromto Purchase of Text books (One Set/per child/per A/Y)				Rs.		Rs.	
Purchase of Note Books (One Set/per child/per A/Y)				Rs.	Rs.		Rs.	
Purchase of Uniforms (Two Sets/per child/per A/Y)				Rs.	Rs.		Rs.	
Purchase of school shoes (One Set/per child/per A/Y)			Rs.	Rs.		Rs.		
TOTAL			Rs.	Rs.		Rs.		
Certified that: i) My spouse ii) My spouse	is not a Ce is a Centr	/ receipts will not be entral Government set al Government Set	be considere servant. rvant and th	ed) nat she/he ha	-			
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Dealing Asst.

Section Officer Asst. Registrar Finance Officer