

Subject: Welfare Schemes - Application for grant of Educational Assistance to the wards of deceased employees.

Educational assistance is given to the wards of deceased employees. The assistance is available upto the level of Sr. Secondary only. Total reimbursement shall be restricted to actual educational cost or Rs.,10,000/- p.a., whichever is less on production of original cash memo / receipt.

Note:

1. Information in respect of all columns is compulsory for processing of application.
2. For each ward separate application should be submitted.
3. The claim is to be made after the child has passed the particular class / standard
4. * Strikeout whichever is not applicable.

1.	Name of the deceased employee		2.	Emp. code No.	
3.	Designation at the time of death				
4.	Last place of posting		5.	Date of Death	
6.	Name of the claimant				
7.	Relationship of the claimant with the deceased				
8.	Relationship of the claimant with the student				

9.	Name of Student	Miss / Master			
10.	Relationship with the deceased employee	* Son / daughter			
11.	Class for which educational assistance is applied for		10.	Academic session	
12.	Name & address of the School where he / she is studying				
13.	Details of educational cost claimed (Proof of expenses – payment receipts, to be submitted)				
	a)	Fees	Rs.		
	b)	Cost of Books	Rs.		
		Total amount claimed	Rs.		
14.	Whether educational assistance is applied for other wards also. If so, mentioned the name of ward and the class for which applied.				

I hereby declare that my above named child is not recipient of any other educational assistance from any other source for the concerned period. Certificate from the Head of the institution in the prescribed proforma is enclosed.

- Encls:
1. Certificate from the Head of the Institution
 2. Attested copy of Marks Sheet
 3. Copy of final settlement dues

Signature of the claimant _____

FOR USE IN HRM, CORPORATE OFFICE

The above information has been checked / scrutinized and found to be in order. The claimant is eligible for grant of educational assistance – a lump sum amount of Rs. _____/-. Submitted for approval please.

Sr.Asst./HRM

JGM/HRM

AGM / HRM

Certificate from the Principal with seal of the Institution in which the student was studying for the academic year 20__-20__.

Certified that * Master / Miss _____

Son / Daughter of * Late Sh. / Smt. _____

was a

Student of *(Name of the Institution)* _____

and has passed the _____ standard in the academic year _____.

The Institute is recognized by _____

* He / She was * enjoying / not enjoying any freeship and * receipt / not in receipt of any stipend or scholarship from this Institution or from any other source known to us.

Date of joining the Institution -

Total amount of fees paid to the school -

* *Strikeout whichever is not applicable.*

Dated:

Signature of the Head of the
Institution alongwith Seal