

**BPIBS – NO DUES CERTIFICATE**

Certified that Mr.Ms. \_\_\_\_\_ Roll. NO \_\_\_\_\_  
Class \_\_\_\_\_ Semester \_\_\_\_\_ Admission year \_\_\_\_\_  
MOP (E/H)/BBA/MBA/MCA has returned all the articles issued to him/her till date.

**Librarian** \_\_\_\_\_

**Computer Lab In-charge** \_\_\_\_\_  
(BBA/MBA/MCA)

**Student's Clerk** \_\_\_\_\_

**Type Lab In-charge** \_\_\_\_\_  
(MOP-E/H)

**Cashier** \_\_\_\_\_

**Sports In-charge** \_\_\_\_\_

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The Principal, BPIBS, Shakarpur, Delhi-92

Respected Sir/Madam,

No Dues Certificate from the above is submitted. My Caution Money may kindly be refunded.

**Date:** \_\_\_\_\_

(Signature of the applicant)

**Name:** \_\_\_\_\_  
(IN BLOCK LETTERS)

\_\_\_\_\_  
(Verified by Class Proctor)

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Caution Money may be refunded.

**PRINCIPAL**

FORM -2  
REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

{Ref: OM NO.120011/03/2008 (Allowance) Dated 02/09/2009}

1. Certified that the children/child mentioned below in respect of whom re-imbusement of children Education Allowance claimed is wholly dependent upon me:-

Name of the Child & Date of Birth	School in which studying	Class in which study & A/Y	Total Education paid	Total Amount of reimbursement Claimed
(1)	(2)	(3)	(4)	(5)
# Tuition Fees- for the whole year			I/II/III/IV- Term	Rs.
Purchase of books		(One Set/per child/per/A/Y		Rs.
Purchase of Note books		(One Set/per child/per/A/Y		Rs.
Purchase of Uniforms		(Two Set/per child/per/A/Y		Rs.
Purchase of School Shoes		(One Set/per child/per/A/Y		Rs.
<b>Total to be filled in column 4 above:</b>				Rs.
(2)				
# Tuition Fees- for the whole year			I/II/III/IV- Term	Rs.
Purchase of books		(One Set/per child/per/A/Y		Rs.
Purchase of Note books		(One Set/per child/per/A/Y		Rs.
Purchase of Uniforms		(Two Set/per child/per/A/Y		Rs.
Purchase of School Shoes		(One Set/per child/per/A/Y		Rs.
<b>Total to be filled in column 4 above:</b>				Rs.

2. Certified that the Education allowance indicated against the child /children has actually been paid by me( Receipt enclosed)

**(Note:-Copy of School free Card & Bank Challans /paid up receipts /Purchase Receipts in Original are to be enclosed)**

3. Certifies that:-
- My spouse is not a Central Government Servant
  - My spouse is a Central Govt.Servant and that he/she has not claimed/will not claim children's.
4. Certified that during the period covered by the claim the child attended the school regularly and did not absent himself /herself from the school without proper leave for a period exceeding one month.
5. In the event of any change in the particulars given above which affect my eligibility for children's educational allowance,I undertake to intimate the same promptly and also to refund excess payments if any made.

Note:Tuition fee means tuition fee,Admission fee,lab fee,special feecharged for agriculture,electronics,music or any other subject,Fee charged for practical work under work under the programme of work experience fee paid for the use of any aid or appliance bt the child,library fee,games/sports feeand fee for extra curricular activites.

Encl:

Palce & Date

(Signature of the Govt.Servant)

**APPLICATION FOR LEAVE OTHER THAN CASUAL LEAVE**

1. NAME OF THE APPLICANT :
2. POST HELD :
3. DEPARTMENT, OFFICICE  
& SECTION : DTTE,(POOSTED AT B.P.I.B.S.  
SHAKARPUR, DELHI.110092
4. PAY AS ON DATE :Rs + (G.P)
5. HOUSE RENT AND OTHER  
COMPSNSATARY ALLOWANCE  
DRAWN IN THE PRESENT POST : N/A
6. Nature & period of leave applied for &  
Date from which required : **Earned leave w.e.f.**
7. Sunday & Holiday, if any proposed  
To be prefixed/suffixed to leave :
8. Ground on which leave is applied for :
9. Date of return form last leave & the  
Nature & period of that leave
10. I do not propose to avail my self  
Of leave travel concession for the block  
Year\_\_\_\_\_during the  
Ensuing leave
11. Address during the leave

AS PER OFFICE RECORD

12. Remarks and /or recommendation of controlling officer:

Signature the applicant with date

Signature with date

Designation\_\_\_\_\_

Certificate regarding admissibility of leave

13. Certified that \_\_\_\_\_for \_\_\_\_\_from\_\_\_\_\_to is admissible under  
Rule \_\_\_\_\_ of the central Civil Service (Leave )Rule,1972.

Signature with date

Designation\_\_\_\_\_

14. Orders of the authority competent to grant leave\_\_\_\_\_
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