

From

Date: _____

To

The Principal
Kendriya Vidyalaya
AFS, Kolshet, Thane

Madam

Subject:- Fee Concession

The following is/are my child/children studying in your school in the academic year 2019-20:

S No	Child's Name	Class & Section	Admission No.	Sign. of respective Cl.Tr.	Father's Name	Father's Office Address

As per the KVS rules, my child/children may be entitled for the following concession since I don't have any reimbursement facility in my department:

1. Single Girl Child Concession (only for VI to XII Classes)
2. SC/ST Concession
3. Brother-Brother Concession
4. KVS Employee's Ward Concession
5. Below Poverty Line, having BPL Card
6. Disabled student (KVS Ir.No.F.125-19/2007-08/KVS(Budget),dt.15-10-2009)
7. Any Other

Presently I am working in Central Govt/PSU of Central Govt/State Govt/PSU of State Govt/Private Sector. My monthly gross income is Rs._____. The above child is my first/second/third child.

Hence I request you to grant the fee concession to my child Master/Kumari _____ of Class _____ Section _____.

Thanking you.

Yours sincerely

Sign. of Parent: _____

Contact No. of Parent: _____

Enclosures: 1. _____ 2. _____ 3. _____

FOR OFFICE USE

Recommended for grant.

Exemption may be given in payment of VVN/CF/TF.

Sign. of Cl. Tr. _____

Name of Cl.Tr. _____

GRANTED

CHANDRASHEKHAR SINGH, PRINCIPAL