

From

Dr.P.Anitha,  
Assistant Professor,  
Department of Chemistry,  
Government College of Engineering,  
Salem – 636 011

P  
802  
2/3/21

To

The Principal,  
Government College of Engineering,  
Salem – 636 011

(Through Proper Channel)

Respected Madam,

Sub: Requisition for Reimbursement of the Fees paid – online FDP  
-AICTE -NITTT Modules under TEQIP III – reg.

I have registered for the online AICTE-NITTT modules of 8 week duration and attended the courses in the swayamwebportal from first week of March 2020 to the last week of April 2020. As per the instructions from course co-coordinators the certificates will be issued once the examinations for the registered courses are over after the COVID-19 lockdown. For the attending the courses the following expenses are incurred are submitted herewith for your kind perusal.

Sl.No.	Particulars	Amount Paid in Rupees
1	Registration Fee	2000.00
2	Exam Fee	8000.00
<b>Grand Total</b>		<b>10000.00</b>

(Rupees Tenthousand only)

Hence I kindly request the Principal to reimburse the amount of Rs.10000/- (Rupees Ten thousand only) paid by me, under TEQIP III Head of account FDP through TNA.

Thanking you.

Place: Salem -11  
Date: 02.03.2021

Yours faithfully,

*Anitha P*

Encl:

1. Registration and Exam Fee Receipt.
2. Hall Ticket
3. Account Number details form

Submitted to the Principal

*Dr. Anitha P*  
Head of the Department of Chemistry  
Government College of Engineering  
SALEM - 636 011.