

From

Mrs.K.Poornima,
Assistant Professor (Sr.G),
Department of Chemistry,
Government College of Engineering,
Salem – 636 011

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 swayam webportal 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
Grand Total		10000.00

(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,

J. Poornima
2/3/21

Encl:

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

Submitted to the Principal

J. Poornima
for
Head of the Department of Chemistry
Government College of Engineering
SALEM - 636 011.