

From

Mr. P. Sakthivel,
Assistant Professor,
Department of English,
Government College of Engineering,
Salem – 636 011

P
SS
9/3/21

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 swayam web portal 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 incurred expenses 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 Ten thousand only)

Hence I request the Principal to kindly 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: 09.03.2021

Yours faithfully,

V.S. Sakthivel
09/03/2021

Encl:

1. TEQIP Claim form
2. Exam Fee Receipt.
3. Hall Ticket

Submitted to the Principal
09/03/21