

PRIVATE SECONDARY EDUCATION AUTHORITY

APPLICATION FOR PASSAGE BENEFIT FOR TRAVEL PURPOSES, MEDICAL TREATMENT, COST OF QUARANTINE, RENOVATION/CONSTRUCTION, SC & HSC EXAMINATION FEE, VOCATIONAL TRAINING, UNIVERSITY FEE, INLAND HOTELS & ANY OTHER PURPOSE AT A DISCOUNTED RATE OF 90% - (PARA 16.3 OF PRB REPORT 2021)

tick as appropriate

(TO BE PRINTED IN RECTO VERSO)

SURNAME :

NAME :

MAIDEN NAME:

EMPLOYEE NUMBER:

NAME OF SCHOOL :

HOME ADDRESS :

TELEPHONE NUMBER: Residence: Mobile:.....

EMAIL ADDRESS:.....

NAME OF BENEFICIARIES (Self, Spouse, Children, Mother, Father, Brother, Sister, Mother-in Law & Father-in-Law):

(1)

(2)

(3)

(4)

(5)

(6)

(To attach duly certified true copies of Birth/Studentship & Marriage Certificates as appropriate)

1. AMOUNT APPLIED FOR TRAVEL PURPOSES:

AIR TICKET : Rs. POCKET MONEY: Rs.....

NAME OF TRAVEL AGENT:

DATE OF DEPARTURE ABROAD:

DETAIL OF TRIP:

DOCUMENTS TO BE SUBMITTED: **EITHER** 1. Quotation from Travel Agency
OR 2. Receipt from Travel Agency and copy of air tickets.

Note: In case travel is not effected, the Authority should be informed and any amount disbursed should be refunded in toto.

See verso

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2. AMOUNT APPLIED FOR MEDICAL TREATMENT: Rs.....

DOCUMENTS TO BE SUBMITTED:

- (a) Original receipt from Clinic.
- (b) Date of admission and billing details.

3. AMOUNT APPLIED FOR COST OF QUARANTINE: Rs.....

DOCUMENTS TO BE SUBMITTED:

- (a) Original receipt from Quarantine Centre.
- (b) Statement of accommodation with details (Check in & out)

4. AMOUNT APPLIED FOR RENOVATION/CONSTRUCTION: Rs.....
(Primary Residence only)

DOCUMENTS TO BE SUBMITTED:

- (a) Receipts from contractor
- (b) Receipts from suppliers of materials.
- (c) Building permit
- (d) Any other relevant documents as may be required by the Authority.

5. AMOUNT APPLIED FOR HOTELS/INLAND RECREATIONAL RESORTS: Rs.....

DOCUMENTS TO BE SUBMITTED:

- (a) Receipt of payment effected by the applicant.
- (b) Statement of accommodation with details (Check in & out with No. of guests).

6. AMOUNT APPLIED FOR EXAMINATION FEES: Rs.....

DOCUMENTS TO BE SUBMITTED:

- (a) Certificate from the school/s attended by the student/s stating the list of subjects to be examined.
- (b) Receipt of payment (if effected).

7. AMOUNT APPLIED FOR VOCATIONAL TRAINING (ward only): Rs.....

DOCUMENTS TO BE SUBMITTED:

- (a) Letter of offer with details of amount involved.
- (b) Receipt of payment (if effected).

8. AMOUNT APPLIED FOR UNIVERSITY FEES: Rs.....

DOCUMENTS TO BE SUBMITTED:

- (a) Letter of offer with details of amount involved.
- (b) Receipt of payment (if effected).

9. AMOUNT APPLIED FOR ANY OTHER PURPOSE (90%): Rs.....

I undertake to use the amount disbursed to finance the project/purpose mentioned in my application.

SIGNATURE OF APPLICANT:..... DATE:.....

SIGNATURE OF MANAGER:..... DATE:.....

