Submitted to the Director.

Sub: Reimbursement of Children Education Allowance-reg.

 Ref: My submission dated 30.03.16

Respected Madam,

In continuation with my submission for the reimbursement of children education allowance dated 30.03.16, this is to kindly request you to condone the delay in claiming the educational allowances. The delay happened as the previous year’s purchase bills were misplaced while shifting the residence and it will not be repeated in future.

 Thanking you,

 Yours faithfully

Mysore Dr.Shijith Kumar C

26.04.16 Library and Information Officer