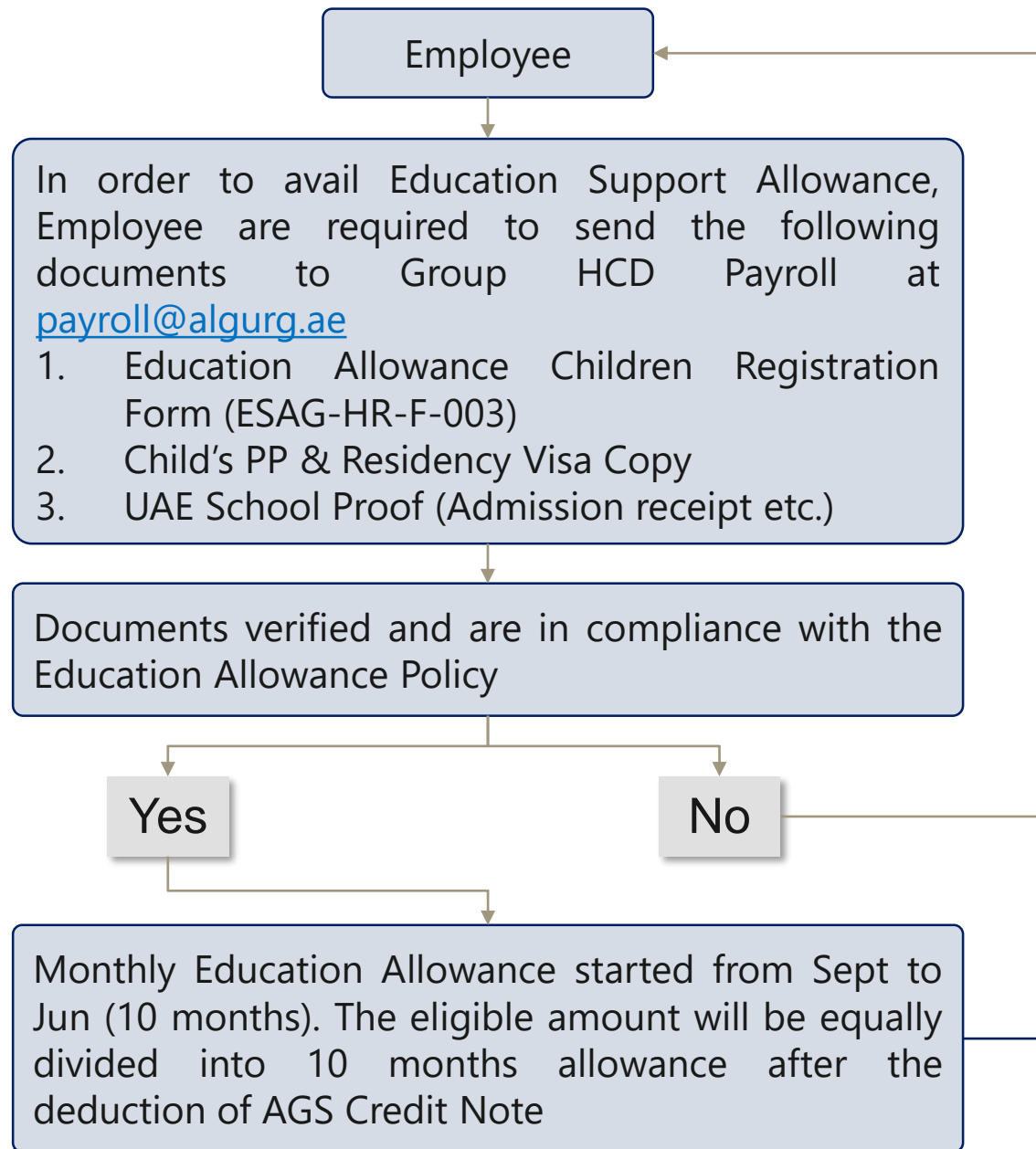


Education Support Allowance Process:



AGS Stationery – Credit Note

The credit note will be an electronic credit note which will be duly tagged in SAP with the employee ID

The credit note amount will automatically shared with the employee via email/SMS notifications at the beginning and at the time of purchase with remaining balance amount

The credit note can be used with any item available with AGS via online or on the counter shopping within the same academic year

If the credit note is not used before 30 June of the following year, it will be lapsed and the refund will be given to the employee's respective entity and cannot be carry forwarded or encashed