

PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE/HOSTEL SUBSIDY

CLAIM FOR THE FINANCIAL YEAR: -

I hereby apply for the reimbursement of Children Education Allowance for my child/children and relevant particulars are furnished below:-

1. Name of the Employee :
2. P.F. No./Employee No. :
3. Designation :
4. Office & Bill Unit No. :
5. Name of Spouse :
6. If spouse is employed, State whether in Central Govt., PSU, State Govt. (give details) :
7. Designation, Office & B.U. No. of spouse , if spouse is employed in Railway:
8. Details of all the children of the employee:

Sl. No.	Sequence	Name	DOB	Age
1.	1 st Child			
2.	2 nd Child			

9. Details of all the children for whom CEA/Hostel Subsidy claimed:

Sl. No.	Sequence	Name	DOB	Age
1.	1 st Child			
2.	2 nd Child			

10. Academic year, Name of School/Residential School and Class in which children studied:

1st Child	2nd Child

11. Distance of Hostel of child from residence of employee (in case Hostel Subsidy is claimed).....
12. Amount of CEA/Hostel Subsidy already received up to previous quarter:___...

Contd..P/2

13. The Academic year for which CEA /Hostel Subsidy is applied now: ..
14. (a) Whether the child for whom the CEA is applied for is a disabled child:
YES/NO
 - (b) If yes, indicate the nature of disability:
 - (c) Date of disability certificate.
 - (d) Indicate the percentage of disability:
15. Whether the Bonafide certificate from Head of Institution has been attached
: Yes/No.
16. For Hostel Subsidy, the Bonafide certificate from mentioning the amount is
attached: Yes/No
17. If Yes at Item No. 16, Amount claimed for Hostel Subsidy:.....
18. (i) Certified that my wife/husband is/is not a Central Government Servant.
 - (ii) Certified that my husband/wife Sri/Smt:..... is
presently working as : inand that he/she
shall not apply/has not applied for the Children Education Allowance
for the child mentioned above.
 - (iii) Certified that I or my wife/husband has not claimed this re-imburement
from any other source and will not claim the same in future.
19. Certified that my child in respect of whom reimbursement of Children
Education Allowance is applied is studying in the School/Jr. College which
is recognized and affiliated to Board of Education/University.
18. The information furnished above are complete and correct and I have not
suppressed any relevant information. In the event of any change in the
particulars given above which affect my eligibility for reimbursement of
Children Education Allowance, I undertake to intimate the same promptly
and also to refund excess payments if any made. Further, I am aware that
if at any stage the information/documents furnished above is found to be
false, I am liable for disciplinary action.

Signature:

Name:

Station

Date:

CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL
(for Reimbursement of CEA)

This is to certify that Master/Baby/Mr./Miss
..... Roll no.....
Admission No..... son of
Sri/Smt..... is a bonafide student
of this school and studied in Class..... during the financial year
..... and as per School records his/her date of birth is
..... in words.....
..... This is to also certify that
the above named child had studied in this school in the previous academic
year..... He/She bears a good moral character.

This Institution/School is affiliated recognized by
..... and the
affiliation/recognition Number is.....

Dated:

Place:

Signature Head of the Institution/School
(affix School Stamp)

SELF DECLARATION

I,
(Designation) (Office)

hereby declare that the claim is made for the reimbursement of Tuition Fees/CEA for the previous academic year towards bonafide study purpose of my son/daughter

1. is studying
..... standard in.....
..... &

2. is studying
..... standard in.....
.....

In the event of any change in the particulars given above which affect my eligibility for Children Education Allowance, I hereby undertake to intimate the same promptly and refund excess payment, if any made to me.

Place:

Signature of the Govt. Servant

Date: