



PROFORMA FOR RE-IMBURESMENT OF CHILDREN EDUCATION ALLOWANCE

CLAIM FOR THE ACADEMIC YEAR : _____

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

1.	Name of the Gov't Servant (IN BLOCK LETTER)	:			
2.	Employee No.	:			
3.	Designation	:			
4.	Name of the Department	:			
5.	If Spouse is employed, state whether in Central Govt. PSU, State Govt. (give details with name of the Spouse)	:			
6.	Designation, Office of spouse, if spouse is employed	:			
7.	Details of the child / children for whom CEA / Hostel Subsidy claimed:-				
	Sequence	Name of child	DOB	Academic Year	Name & Place of the School / Institution
	1 st Child				
	2 nd Child				

8. Amount Claimed : _____

9. Distance of Hostel of child from residence of employee (in case Hostel Subsidy): _____

10. The Academic year for which CEA / Hostel Subsidy is applied now: _____

11. (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 : _____

12. Whether the Bonafide certificate from Head of Institution has been attached :

Yes / No

13. For Hostel Subsidy, the Bonafide certificate from Head of Institution has been attached : Yes / No

14. (a) Certified that I or my wife / husband is/ is not a Central Government servant.
- (b) Certified that my wife / husband Sri/Smt _____ is presently working as _____ in _____ and that he/she shall not apply / has not applied for the Children Education Allowance for the child / children mentioned above.
- (c) 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.
15. Certified that my child in respect of whom re-imburement of Children Education Allowance is applied is studying in the School / Jr. College which is recognized and affiliated to Board of Education / University.
16. Certified that I am claiming the CEA in respect of my two eldest surviving children only, 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.

Date: _____
Place: _____

(Signature of Gov't Servant)

Name: _____
Designation: _____
Employee No.: _____
Phone No.: _____

(For Day Scholar Only)

**Authority vide Government of India Ministry of Personal
P.G and Department of Personal & Training New Delhi
Order No. A-27102/02/2017-Estt. (AL) 16 August 2017
(This order shall be effective from 01st Jul 2017)**

**CERTIFICATE FROM THE HEAD OF INSTITUTION /SCHOOL
(FOR REIMBURSMENT CEA)**

Ref No.....

Date:.....

It is certified that Master/ Kumari _____
having Admission No. _____ D.O.B _____ Son / Daughter of Mr. /Mrs.
_____ was studying in Class _____
Section _____ Roll No. _____ during the Previous Academic Year from
_____ to _____ School / Institution, namely
_____ vide affiliation Regd. No. /Code
_____ and pattern _____
Curriculum.

Place: _____

Date: _____

Signature of Principal
(Affix School Stamp)

(For Hosteller Only)

**Authority vide Government of India Ministry of Personal
P.G and Department of Personal & Training New Delhi
Order No. A-27102/02/2017-Estt. (AL) 16 August 2017
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Section _____ Roll No. _____ during the Previous Academic Year from
_____ to _____ School / Institution, namely
_____ vide affiliation Regd. No. /Code
_____ and pattern _____
Curriculum.

During the year Mr./Miss _____ had
resided in the Residential Complex (Hostel) of the School and paid an
amount of Rs. _____ towards boarding and lodging in
the residential complex.

Place: _____

Date: _____

Signature of Principal
(Affix School Stamp)