

## PROFORMA FOR RE-IMBUESMENT 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.	<b>Details of the child / children for whom CEA / Hostel Subsidy claimed:-</b>				
	<b>Sequence</b>	<b>Name of child</b>	<b>DOB</b>	<b>Academic Year</b>	<b>Name &amp; Place of the School / Institution</b>
	1 <sup>st</sup> Child				
	2 <sup>nd</sup> 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 01<sup>st</sup> Jul 2017)**

**CERTIFICATE FROM THE HEAD OF INSTITUTION /SCHOOL  
(FOR REIMBURSEMENT 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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\_\_\_\_\_ 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)