

REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE
(Ref: OM No. 12011/03/2008 (Allowance) Dated 02/09/2009)

1. Certified that the child/children mentioned below in respect of whom reimbursement of tuition fee is claimed is/are wholly dependent upon me :-

Name of the Child & Date of Birth	School in which studying	Class in which studying and A/Y	Total Education allowance paid	Amount of reimbursement claimed
(1)	(2)	(3)	(4)	(5)
1)				
Tuition Fees – for the Whole Year			I/II/III/IV – Term	Rs.
Purchase of books (one Set/per child/per A/Y)				Rs.
Purchase of Note books (one Set/per child/per A/Y)				Rs.
Purchase of Uniforms (one Set/per child/per A/Y)				Rs.
Purchase of school shoes (one Set/per child/per A/Y)				Rs.
Total to be filled in column 4 above				Rs.
2)				
Tuition Fees – for the Whole Year			I/II/III/IV – Term	Rs.
Purchase of books (one Set/per child/per A/Y)				Rs.
Purchase of Note books (one Set/per child/per A/Y)				Rs.
Purchase of Uniforms (one Set/per child/per A/Y)				Rs.
Purchase of school shoes (one Set/per child/per A/Y)				Rs.
Total to be filled in column 4 above				Rs.

1. Certified that the Education Allowance indicated against the child/Children has actually been paid by me (Receipt enclosed)
(Note: Copy of school fee card & Bank challans/paid. Receipts/purchase receipts in original are to be enclosed)
2. Certified that :
 - i) My spouse is not a Central Government servant
 - ii) My spouse is a Central Govt. servant and that she/he will not claim children's educational allowances in respect of our child/children.
3. Certified that during the period covered by the claim the child attended the school regularly and did not absent himself/herself from the school without proper leave for a period exceeding one month.
4. In the event of any change in the particulars given above which affect my eligibility for children's educational allowance, I undertake to intimate the same promptly and also to refund excess payments of any made.

Note: Tuition Fee Means Tuition fee, admission fee, lab fee, special fee charged for agriculture, electronics, music or any other subject, fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee for extra curricular activities.

Encl:

Place & Date

(Signature of the Govt. servant)
Name in Block letters
Designation
Name of the Section
Telephone No.

CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL

(FOR REIMBURSEMENT OF 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 Sec

..... 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)
