CLAIM FOR REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE/HOSTEL SUBSIDY
(Admissible for child/children studying in Nursery class to 12th class)

[See Government of India, Ministry of Personnel Public Grievances & Pensions, Department of Personnel & Training OM No.12011/03/2008 dated 02.09.2008]

1. Name of the Employee :-
2. Designation :-
3. Employee Code :-
4. Department/Centre/Section :-
5. Particulars of child/children for whom reimbursement is claimed (maximum for two children):

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Name of the Child/Children</th>
<th>Date of Birth</th>
<th>Class/Standard in which studying</th>
<th>Academic Year</th>
<th>Name and address of the School</th>
<th>Quarter to which claim relates: I / II / III / IV of academic year 20_ _ / 20_ _</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

(I Quarter: - April-June, II Quarter: - July-September, III Quarter: - October-December, IV Quarter: - January-March)

6. Break up of the amount claimed (please enclose original cash receipt/counterfoil of the Bank Credit voucher in support of each item of expenditure)

(a) For child at Sl. 1 :-

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Description of amount paid</th>
<th>Original Receipt No.</th>
<th>Date</th>
<th>Amount paid (Rs.)</th>
<th>Amount claimed (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Fee* (From _______ to _______)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>Purchase of Text Books (one set per child per year)</td>
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<td></td>
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<tr>
<td>3.</td>
<td>Purchase of Note Books (one set per child per year)</td>
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<tr>
<td>4.</td>
<td>Purchase of Uniforms (two sets per child per year)</td>
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<tr>
<td>5.</td>
<td>Purchase of School Shoes (one set per child per year)</td>
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</tbody>
</table>

| Total | | |

Contd....
(b) For child at Sl. 2 :-

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Description of amount paid</th>
<th>Original Receipt No.</th>
<th>Date</th>
<th>Amount paid (Rs.)</th>
<th>Amount claimed (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Fee* (From __________ to __________)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Purchase of Text Books (one set per child per year)</td>
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<td>3.</td>
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<td>5.</td>
<td>Purchase of School Shoes (one set per child per year)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

* Fee includes tuition fee, admission fee, laboratory 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.

CERTIFICATE

1. Certified that the child/children for whom the reimbursement is being claimed, is/are wholly dependent upon me.

2. Certified that the amount being claimed has actually been paid by me and the same has not been claimed by me earlier.

3. Certified that my wife/ husband is not employed in Central Govt./State Govt. /PSU.

or

Certified that my wife/husband is employed in Central Govt./State Govt. /PSU and that she/he has not/will not claim any Children Education Allowance/Hostel Subsidy from her/his office/department.

4. Certified that the original cash receipt/counterfoil of the Bank Credit voucher in support of each item of expenditure claimed have been submitted by me.

5. Certified that the facts and figures given in this claim are true to the best of my knowledge and belief and in the event of any change in the particulars given by me which affect my eligibility for the Children Educational Allowance/Hostel Subsidy, I undertake to intimate the same promptly and would refund excess payment, if any.

Place :

Date :

Signature of the Employee
SELF-CERTIFICATE

(Applicable where the wife/husband of the employee is working in Central Government/State Government/Autonomous Body/PSU/PSE)

It is certified that my wife/husband is not claiming any CEA/Hostel subsidy from her/his Office/department.

(Signature of the employee)

Undertaking

1. That the child/children for whom the reimbursement is being claimed, is/are wholly dependent on me.
2. That the amount being claimed has actually been paid by me and the same has not been claimed by me earlier.
3. That the facts and figures given in this claim are true to the best of my knowledge and belief and in the event of any change in the particulars given by me which affect my eligibility for the Children Education Allowance/Hostel Subsidy, I undertake to intimate the same promptly and would refund inadmissible/excess payment, if any.

Place:
Date:

(Signature of the employee)

Submitted to E-I/E-II/Works Section for verification

FOR USE IN ESTABLISHMENT/WORKS SECTION

(The claim may please be forwarded as and when verified, but not later than 31st January 2012, to Accounts Section. The claims received thereafter will not be processed in the FY 2011-12)

Verified from the service records of the employee that the CEA/Hostel subsidy claim is for the eligible children only.

(Signature)
D.R. (E-I)/A.R. (E-II)/Supdt. Works Section

To
DR (Accounts)