

* Duplicate Set also req.

CLAIM FOR THE ACADEMIC YEAR: _____

Salary Head: DOT/WPC/USOF/MOC

Children Education Allowance/Hostel Subsidy Claim

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 Employee | : | |
| 2 | Employee No. | : | |
| 3 | Designation & Section | : | |
| 4 | Name of Spouse | : | |
| 5 | If spouse is employed, state whether in Central Govt., PSU, State Govt. (give details) | : | |

Details of all the children for whom CEA/Hostel Subsidy claimed (for first 2 children or first 3 children in case of twins):

| No. | Name | DOB | Class | Name of School/ Residential School | Amount Claimed |
|--------------------|------|-----|-------|---------------------------------------|----------------|
| | | | | | |
| | | | | | |
| (in case of twins) | | | | | |

(a) Whether the child for whom the CEA is applied for is a disabled child: YES / NO

(b) If yes, kindly enclose the disability certificate.

For CEA:

Whether the certificate confirming that the child studied in the school during previous academic year from Head of Institution has been attached: Yes / No

For Hostel Subsidy:

Whether the certificate confirming that the child studied in the residential school during previous academic year from Head of Institution, also mentioning the amount of expenditure incurred towards lodging and boarding, has been attached: Yes / No

(i) Certified that my wife/husband is / is not a Central Government Servant.

(ii) Certified that my husband/wife Shri/Smt is presently working as in and 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-imbusement from any other source and will not claim the same in future.

(iv) 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.

11. The information furnished above is 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 are found to be false, I am liable for disciplinary action.

Date:

Signature

Name: _____

Designation: _____

Phone No.: _____

Bank A/c No.....
Bank Name.....
IFSC Code.....

CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL

For reimbursement of CEA/Hostel Fee

This is to certify that Master/Kumari/Mr./Miss _____
having Admission No. _____ DOB _____
son/daughter of Mr./Mrs. _____ is/was a bonafide student
of this school and studied in Class _____ during the previous
academic year from _____ to _____.

** During the year Master/Kumari _____ had resided in
the residential complex (Hostel) of the school and paid an amount of
Rs _____/- towards boarding and lodging in the residential
complex.

This _____ Institution/School _____ is _____ affiliated/recognized _____ by
_____ and the Affiliation/Recognition Number is
_____.

Dated:

Place:

Signature
Head of the Institution/School
(with Stamp and seal)

**(Strike out if not applicable)