

APPLICATION FOR REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

FOR THE YEAR 20__ - 20 __

I hereby apply for the reimbursement of Children Education Allowance (CEA) for my child and relevant particulars are furnished below:

- 1 (a) Name of the Child (in BLOCK letters) : _____
 (b) Date of Birth of the child : _____
 2 (a) Name and address of the School in which : _____
 Studying : _____
 (b) Class in which studying : _____

3 Details of Children Education Allowance (CEA) claimed already in earlier quarters:

Quarter of Year	Academic Year	Amount Claimed
June to August		
September to November		
December to February		
March to May		

4. The Quarter of year and Academic year for which the CEA is applied for:

Quarter of Year	Academic Year	Amount (Rs.)

- 5.(a) Whether the child for whom CEA applied is disabled ? : Yes / No
 (b) If yes, indicate the nature of disability :
 (c) Indicate the percentage of disability :
 (d) Date of disability certificate :

6. (a) Details of expenses incurred towards school fee / for purchase of text books & note books, uniforms & sheets and for reimbursement of CEA:

S.No.	Description of fee paid	Receipt No.	Amount (Rs.)
1.	Tuition Fee		
2.	Admission Fee		
3.	Special fee charged for Agriculture Electronics, music or any other subject		

4.	Fee charged for practical work under the programme of work experience		
5.	Fee paid for the use of any aid or Appliance		
6.	Games / Sports fee		
7.	Laboratory fee		
8.	Library fee		
9.	One set of Text Books & Note Books		
10.	Expenses incurred for two set of Uniform		
11.	Expenses incurred for one set of School Shoes		
	Total		

6.(b) Total amount of CEA claimed : Rs. _____

7.(i) Certified that the fee / amount indicated above had actually been paid by me.

(ii) Certified that My wife / husband is / is not a Central Government Servant.

(iii) Certified that my husband / wife Sri / Smt. _____ is presently working as _____ in _____ and that he / she will not apply / has not applied for the Children Education Allowance for the child mentioned above.

8. Certified that I or my wife / husband has not claimed and will not claim the Hostel Subsidy in respect of the child mentioned above.

9. Certified that my child in respect of whom reimbursement of Children Education Allowance applied is studying in the school / junior college which is recognized and affiliated to Board of Education / University.

10. The particulars / information furnished above are complete and correct and I have not suppressed any relevant information. In the event of ny change in the particulars given above which affect my eligibility for reimbursement of CEA, 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.

11. Details of documents enclosed:

Signature of Employee:

N A M E :

Designation :

Office where working :

Date:

Station: