

**CLAIM FOR REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE/HOSTEL SUBSIDY**

(Admissible for child / children studying in 1<sup>st</sup> to 12<sup>th</sup> standard plus two classes before 1<sup>st</sup> standard)

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/Section : .....
5. Particulars of child/ children for whom reimbursement is claimed (maximum for two eldest children)

Sl. No.	Name of the Child /Children	Date of Birth	Class/ Standard in which studying	Academic Year	Name and address of the school	Quarter to which claim relates:- I/II/III/IV of academic year 20__/20__
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(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.No. 1:-**

Sl. No.	Description of Amount Paid	Original Receipt No.	Date	Amount Paid (Rs.)	Amount Claimed (Rs.)
1.	Fees* (From _____ to _____)				
2.	Purchase of Text Books (one set per child per year)				
3.	Purchase of Note Books (one set per child per year)				
4.	Purchase of Uniforms (two sets per child per year)				
5.	Purchase of School Shoes (one set per child per year)				
<b>Total</b>					

**(b) For Child at Sl.No. 2:-**

Sl. No.	Description of Amount Paid	Original Receipt No.	Date	Amount Paid (Rs.)	Amount Claimed (Rs.)
1.	Fees* (From _____ to _____)				
2.	Purchase of Text Books (one set per child per year)				
3.	Purchase of Note Books (one set per child per year)				
4.	Purchase of Uniforms (two sets per child per year)				
5.	Purchase of School Shoes (one set per child per year)				
<b>Total</b>					

\* Fees 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 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 Education Allowance /Hostel Subsidy, I undertake to intimate the same promptly and would refund excess payment, if any.

Place: \_\_\_\_\_

Signature of Employee

Date: \_\_\_\_\_

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### FOR OFFICE USE ONLY

Information furnished by the employee is verified from service records

CFAO

Finance Officer

Authority vide Government of India  
Ministry of Personnel, P.G. and Pensions Department of Personnel & Training New Delhi  
Order No. N.A-27012/02/2017-Estt.(AL) 16 August, 2017.

(This order shall be effective from 1<sup>st</sup> July, 2017)

**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.....  
Scholl/institution, namely. ....vide  
affiliation Reg.No. /Code .....and Pattern.....Curriculum.

Place:-

Date: \_

Signature of Principal  
(Affix School Stamp)