# Application for reimbursement of Children Education Allowance/Hostel Subsidy in terms of Govt. Of India, Ministry of Personnel, PG & Pensions, Department of Personal and Training OM No. A-27012/02/2017-Estt-(AL) dated 16-08-2017

1. *Particulars of Employee:*

|  |  |
| --- | --- |
| Name |  |
| Designation |  |
| Period of claim |  |
| Particulars of claim | CEA / HOSTEL SUBSIDY / BOTH |
| Amount of claim | 1. CEA: -
2. HOSTEL SUBSIDY: -
 |

1. *Particulars of Child/Children:*

|  |  |  |  |
| --- | --- | --- | --- |
|  | NAME OF CHILD | NAME OF SCHOOL/RESIDENTIAL SCHOOL | ACADEMICYEAR |
| 1st CHILD |  |  |  |
| 2nd CHILD |  |  |  |

1. (a) Whether the child for whom the CEA is applied for is a disabled child: YES/NO
	1. If yes, indicate the nature of disability:
	2. Indicate the percentage of disability:
2. Whether the bonafide certificate from Head of Institution has been attached: YES/NO
3. For Hostel Subsidy, the bonafide certificate from the Head of Institution mentioning the expenditure incurred is attached: YES/NO
4. (i) Certified that the fee/amount indicate 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 is presently employed in shall

not apply for the Children Education Allowance for the child mentioned above.

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

(SIGNATURE OF EMPLOYEE)

…………………………………………………………………………………………………………………………………………………………

# FOR OFFICE USE

Total amount passed for: -

(DESIGNATION OF DDO)

# (FOR REIMBURSEMENT OF CEA)

No. Date:-

It is certified that Shri/Miss having,

Admission No .............. son/daughter of Shri/Smt. ...................................................................

was studying in Class …….…. Roll No during the previous academic year from

......................... to ..................................... in …………….………………………………….

School/Vidyalaya/Institution vide .................................... affiliation Regd. No./Code

.......................................................... and pattern Curriculum.

Place:- Date:-

Signature of Principal (Affix School Stamp)

# (FOR REIMBURSEMENT HOSTEL SUBSIDY)

1. It is certified that Shri/Miss ………………………………………….. having, Admission No ............. son/daughter of Shri/Smt was

studying in Class …….…. Roll No has during the previous academic year from

......................... to ..................................... in …………….………………………………….

School/Vidyalaya/Institution has resided in the hostel / residential complex of the school and an expenditure of Rs. ………… has been incurred by Shri ………………………………….

towards lodging and boarding in the hostel residential complex.

Place:- Date:-

Signature of Principal (Affix School Stamp)