

Annexure 'A'

**PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE/
HOSTEL SUBSIDY**

CLAIM FOR THE FINANCIAL YEAR: -

I hereby apply for the reimbursement of Children Education Allowance for my child/
children and relevant particulars are furnished below:-

1. Name of the Employee :	
2. Employee ID :	
3. Designation :	
4. Office/ Department :	
5. Name of Spouse :	
6. If spouse is employed, State whether in Central Govt., PSU, State Govt. (give details) :	
7. Designation, Office of spouse :	
8. Bank Account (SBI) :	

9. Details of all the children of the employee:

Sl. No.	Sequence	Name	DOB	Age
1.	1 st Child			
2.	2 nd Child			
3.	3 rd Child			

10. Details of all the children for whom CEA/Hostel Subsidy claimed:

Sl. No.	Sequence	Name	DOB	Age
1.				
2.				

11. Academic year, Name of School/Residential School and Class in which children studied:

1st Child	2nd Child

12. Distance of Hostel of child from residence of employee (in case Hostel Subsidy is claimed).....

13. Amount of CEA/Hostel Subsidy already received up to previous quarter: ____...

14. The Academic year for which CEA /Hostel Subsidy is applied now: ..

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

(b) If yes, indicate the nature of disability:

(c) Date of disability certificate.

(d) Indicate the percentage of disability:

16. Whether the Bonafide certificate from Head of Institution has been attached : Yes/No.

17. For Hostel Subsidy, the Bonafide certificate Form mentioning the amount is attached: Yes/No

18. If Yes at Item No. 17, Amount claimed for Hostel Subsidy:.....

19. (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 (name of the Organization) and that he/she shall not apply/has not applied for the Children Education Allowance for the child mentioned above.

(iv) Certified that I or my wife/husband has not claimed this re-imbursement from any other source and will not claim the same in future.

20. 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.

21. 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 :

Name :

Design :

Office/Dept :

Date :

FOR OFFICE USE ONLY

Sl. No.	Name of employee	Emp. ID No.	CEA Amount	Hostel Subsidy	Amount Paid	Remaining amount

Passed for payment Rs. _____

Jr. Acctt./ Assistant/ S.O

Dy. Registrar (F)/ F.O