

**PROFORMA FOR RE-IMBURESMENT OF
CHILDREN EDUCATION ALLOWANCE**

CLAIM FOR THE ACADEMIC YEAR:

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

1.	Name & Rank of the Govt Servant	:	
2.	Personal No.	:	
3.	Designation	:	
4.	Name of the Unit	:	
5.	If Spouse is employed, state whether in Central Govt. PSU, State Govt. (give details with name of the Spouse)	:	
6.	Designation, Office & B.U. No. of spouse, if spouse is employed in Railway	:	
7.	Details of the child / children for whom CEA / Hostel Subsidy claimed:-		
	Sequence	Name of child	DOB
			Standard (A.Y. 201 – 1)
			Name & Place of the School / Institution
	1 st Child		
	2 nd Child		

8. Re-imburement of Expenditure:-	Sequence	Period	Rate of CEA (Rs)	Amount claimed	Remarks

9. Distance of Hostel of child from residence of employee (in case Hostel Subsidy):

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

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

12. (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:

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

14. For Hostel Subsidy, the Bonafide certificate from mentioning the amount is attached:

15. If Yes at Item No. 14, Amount claimed for Hostel Subsidy: Rs

16. (a) Certified that I or my wife / husband is / is not a Central Government servant.

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

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

17. Certified that my child in respect of whom re-imburement of Children Education Allowance is applied is studying in the School / Jr. College which is recognized and affiliated to Board of Education / University.

18. Certified that I am claiming the CEA in respect of my two eldest surviving children only, 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.

Date:

Place:

(Signature of Govt Servant)

Name:

Rank :

P.No.:

II
COUNTERSIGNED

Date:

Authority vide Government of India Ministry of Personal P.G and Department of Personal & Training New Delhi Order No. A-27102[02]2017-Estt. (AL) 16 August 2017

(This order shall be effective from 01 Jul 2017)

CERTIFICATE FROM THE HEAD OF INSTITUTION / SCHOOL
(FOR REIMBURSMENT 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 School / Institution, namely
_____ vide affiliation Regd No. /
Code _____ and pattern _____ Curriculum.

Place:

Date:-

Signature of principal
(Affix School Stamp)

SELF DECLARATION

I Service No. _____ Rank _____ Name _____
of Unit _____ do hereby certify that my Son / Daughter
namely _____ Studied in Class _____ Sec _____
Roll No. _____ during Previous Academic Year 201-201 in
_____ School.

In the event of any change in the particulars given above which affect my eligibility for Children Education Allowance. I undertake to intimate the same promptly and refund excess payment, if any made to me.

Signature of Govt Servant

Name: _____

Rank: _____

P.No. _____

Place: _____

Date: _____