

**PROFORMA FOR REIMBURSEMENT OF
CHILDREN EDUCATION ALLOWANCE**

CLAIM FOR THE ACADEMIC YEAR : 2023-24

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

1.	Name of Govt Servant					
2.	Employee ID					
3.	Designation					
4.	Name of the office					
5.	Date of Entry in department					
6.	Last year CEA taken from which HO					
7.	If spouse is employed, state whether in Central Govt, PSU, State Govt(give details with name of the spouse)	NO				
8.	Designation, Office & B.U. No. of Spouse, if spouse is employed in Railway	--				
9.	Details of the child/children for whom CEA/Hostel Subsidy claimed:-					
	Sequence	Name of Child	DOB	Standard	(A.Y.2023-2024)	Name & Place of the School/Institution
	1 st Child				2023-2024	
	2 nd Child				2023-2024	

8. Re-imbusement of Expenditure:-

Sequence	Period	Rate of CEA (Rs)	Amount Claimed	Remarks
1 st Child	April-23 to Dec-23	2250- Per Month	28686	Fixed amount
	Jan-24 to Mar-24	2812- Per Month		
2 nd Child	April-23 to Dec-23	2250- Per Month	28686	Fixed amount
	Jan-24 to Mar-24	2812- Per Month		
Total Amount Claimed			Rs. 57372/-	

2.

9. Distance of Hostel of child from residence of employee (In case of Hostel subsidy): --
10. Amount of CEA/Hostel Subsidy already received upto previous quarter: **NIL**
11. The Academic year for which CEA is applied now: **-2023-24**
12. (a) Whether the child for whom the CEA is applied for is a disabled Child : **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 Institute has been attached: Yes
14. For Hostel Subsidy, the Bonafide certificate from mentioning the amount is attached: NA
15. If Yes at Item No. 14, Amount claimed for Hostel Subsidy: Rs.—NA—
16. (a) Certified that my wife/husband is not a Central Government Servant.
(b) Certified that my wife/husband Shri /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.
(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 reimbursement of Children Education Allowance applied is studying in the School/ Junior 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 suppresses 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 payment 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:

Designation :

Mobile No.

SELF DECLARATION

I Name : Of India Post, office do hereby certify that my son namely studied in class .. Sec Roll No. ... during Previous Academic Year **2023-2024** in..... School.

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 payment if any made to me.

Date:

Place:

(Signature of Govt Servant)

Name:

Desig. :

Mobile No.

SELF DECLARATION

I Name : Of India Post, office do hereby certify that my son namely studied in class ... Sec Roll No. .. during Previous Academic Year **2023-2024** inSchool.

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 payment if any made to me.

Date:
Place:

(Signature of Govt Servant)
Name:
Designation :
Mobile No.

CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL

(FOR REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE)

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 **April 2023 to**
March 2024 School/Institution, namely vide affiliation
Regd. No./Code and pattern.....
Curriculum.

Place :

Date :

Signature of Principal
(Affix School Stamp)

6.

CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL

(FOR REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE)

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 **April 2023 to**
March 2024 School/Institution, namely vide affiliation
Regd. No./Code and pattern.....
Curriculum.

Place :

Date :

Signature of Principal
(Affix School Stamp)