

## REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE FORM

[Ref :OM No. 12011/03/2008 ( Allowance) Dated 02/09/2009]

Certified that my children/child mentioned below in respect of whom reimbursement of Children Education Allowance claimed is wholly dependent upon me and I am compelled to send my child/children away from the place of my posting/residence due to non-availability of the School of the requisite standard at the station of my posting/residence or due to non-availability of a vacancy in such a school at the station of my posting/residence :-

Name of the Child & Date of Birth	School in which studying	Class in which studying & A/Y	Total Education Allowance paid	Total Amount of reimbursement claimed
1	2	3	4	5
1.				
2.				
1.Tuition fees – for the Whole Year 2009-10				Rs.
First Quarter : Jun - Aug				Rs.
Second Quarter : Sep – Nov				Rs.
Third Quarter : Dec – Feb				Rs.
Fourth Quarter : Mar – May				Rs.
2.Purchase of books (one Set/per child /per A/Y)				Rs.
3.Purchase of Note books (one Set/per child /per A/Y)				Rs.
4.Purchase of Uniforms (Two Sets/per child /per A/Y)				Rs.
5.Purchase of school shoes (one Set/per child /per A/Y)				Rs.
Total (Tuition Fess paid + 2 to 5)				Rs.

2. Certified that the Education Allowance indicated against the Child/Children has actually been paid by me (Receipts enclosed )

(Note :-Copy of School fee card & Bank challans/Paid up Receipts/ purchase receipts in original are to be enclosed)

3. Certified that :-

i) my spouse is not a Central Government servant

ii) my spouse is a Central Govt. servant and that she/he has not claimed /will not claim children's educational allowance in respect of our child/children.

4. Certified that during the period covered by the claim the child attended the school regularly and did not absent himself/herself from the school without proper leave for a period exceeding one month.

5. In the event of any change in the particulars given above which affect my eligibility for children's educational allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made.

Note : # Tuition Fee Means Tuition fee, Admission fee, lab 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 and fee for extra curricular activities.

Encl :

Place : .....

Date: .....

**Signature of the employee**

**CERTIFICATE FROM SCHOOL**

Certified that Student .....  
S/O Shri..... Studying in the ..... Class,  
Name of the school.....During  
academic session .....

1. Date of birth : .....
2. Date of admission in the School : .....
3. Date of admission in the class : .....
4. Whether the child is in receipt of  
scholarship from the Govt/Private  
Estt, if so mention the amount : .....
5. The school recognized /Not recognized by central / State Government.

Signature of the  
Principal / Head Master  
With seal

Station :

Dated the .....