

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	(a) CEA: - (b) HOSTEL SUBSIDY: -

2. *Particulars of Child/Children:*

	NAME OF CHILD	NAME OF SCHOOL/ RESIDENTIAL SCHOOL	ACADEMIC YEAR
1 st CHILD			
2 nd CHILD			

3. (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) Indicate the percentage of disability:
4. Whether the bonafide certificate from Head of Institution has been attached: YES/NO
5. For Hostel Subsidy, the bonafide certificate from the Head of Institution mentioning the expenditure incurred is attached: YES/NO
6. (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.
7. 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)

**CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL
(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)

**CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL
(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)