

REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE
(Ref: DoPT OM No. 12011/03/2008 (Allowance) Dated 02/09/2008)

1. Certified that the children/child mentioned below in respect of whom re-imbursement of Children Education Allowance claimed is wholly dependent upon me:-

Name of the Child & Date of Birth	School in which studying	Class in which studying & Academic Year (A/Y)	Total Education allowance paid	Total Amount of reimbursement claimed
(1)	(2)	(3)	(4)	(5)
1)			*	₹
#Tuition fees – for the period:				₹
Purchase of books (one Set/per child /per A/Y)				₹
Purchase of Note books (one Set/per child /per A/Y)				₹
Purchase of Uniforms (Two Sets/per child /per A/Y)				₹
Purchase of school shoes (one Set/per child /per A/Y)				₹
Any other(specify)				₹
Total to be filled in column 4 above*				₹
2)				₹
#Tuition fees – for the period:				₹
Purchase of books (one Set/per child /per A/Y)				₹
Purchase of Note books (one Set/per child /per A/Y)				₹
Purchase of Uniforms (Two Sets/per child /per A/Y)				₹
Purchase of school shoes (one Set/per child /per A/Y)				₹
Any other (Specify)				₹
Total to be filled in column 4 above*				₹

2. Certified that the Education Allowance indicated are against the first/second/two eldest Child/Children and 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
iii) my spouse is not employed [Delete whichever is not applicable]
4. Certified that I or my spouse has/have not claimed and will not claim the Children's Education Allowance in respect of the children & period mentioned above.
5. 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.
6. 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.
7. Certified that my child/children is respect of whom reimbursement is claimed is /are studying in the school which is/are recognized school (not applicable for schools run by Central Govt./State Govt./Union Territory Admin./Municipal corporation/Panchayat Samiti/Zilla Parishad).

(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 extracurricular activities.)

DATE & PLACE: _____

(Signature of the Govt. servant)

NAME in Block Letter _____

DESIGNATION _____ Emp. Code _____

DIVISION/SECTION _____ Mobile/Tel Ph./INTERCOMM _____

IMPORTANT: Claim should be submitted in duplicate with all original receipts and their photocopies. All receipts should invariably be countersigned by the claimant.