

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

(Deemed to be University)

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 of the employee	:	
2.	Designation	:	
3.	Department	:	
4.	S.B. Account No.	:	
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	:	NA
7.	Details of the child / children for whom CEA / Hostel Subsidy claimed:-		
	Sequence	Name of child	DOB
			Standard/ Class
			Name & Place of the School / Institution
	1 st Child		
	2 nd Child		

1. Re-imburement of Expenditure:-

Sequence	Period	Rate of CEA (Rs)	Amount claimed	Remarks
1 st Child				
2 nd Child				
Total amount claimed Rs				

2. Distance of Hostel of child from residence of employee (in case Hostel Subsidy): ___
3. Amount of CEA /Hostel Subsidy already received up to previous quarter: _____
4. The Academic year for which CEA /Hostel Subsidy is applied now: _____
5. (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:
6. Whether the Bonafide certificate from Head of Institution has been attached : Yes/ No
7. For Hostel Subsidy, the Bonafide certificate from mentioning the amount is attached: NA
8. If Yes at Item No. 14, Amount claimed for Hostel Subsidy: Rs ____
9. (a) Certified that I or my wife/ husband is not a Central Government servant.
 (b) Certified that my wife / husband Shri 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.
10. 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.
11. 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:

Designation :

Department:

CERTIFICATE FROM THE HEAD OF INSTITUTION / SCHOOL
(FOR REIMBURSEMENT 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, Name, _____, Designation _____
do hereby certify that my Son / Daughter
namely _____ Studied in Class _____ Sec _____
Roll No. _____ during Previous Academic Year _____ 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: _____
Designation : _____
Department _____

Place: _____

Date: _____