



सत लागावाल आभयात्रका एव प्राद्यागका सस्थान,
लौगोवाल, संगरूर, पंजाब - १४८ १०६
[भारत सरकार द्वारा स्थापित]

Sant Longowal Institute of Engineering and Technology
Longowal, Dist. Sangrur, Punjab - 148106
(Established by Govt. of India)
Deemed-to-be-University
(U/S 3 of UGC Act 1956)

संदर्भ सं/Ref.No. SLIET/A&A/2024/154

दिनांक/Date: 08/04/24

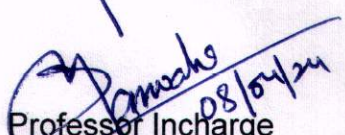
CIRCULAR

In continuation of earlier circulars for claiming Children Education Allowance (CEA)/Hostel Subsidy by the employees of the Institute, it is informed that Children Education Allowance (CEA) claim has to be preferred for the period/year means Academic Year i.e. 12 month of completing Academic Session.

The reimbursement of CEA and hostel subsidy will be done just once in a Financial Year, after completion of the Financial Year. All terms and conditions as contained in the office memo No.: A27012/02/2017-Estt.(AL) dated 17th July, 2018 amended from time to time by the Government of India, will be applicable for reimbursement of CEA and Hostel Subsidy to the employees of the Institute.

Therefore, all claims of CEA/Hostel subsidy pertains to previous Financial Year i.e. 2023-24 should reach the Finance Department for reimbursement between **10th April to 20th May, 2024** so that the reimbursement can be made consolidatedly.

This bears the approval of competent authority.


Professor Incharge
(Audit & Accounts)
08/04/24

Copy to:-

01. Director for kind information please.
02. All Deans/HODs/Faculty and Section Incharges/Chief Wardens(Boys/Girls): With a request to circulate among all the employees working under their control.
03. FI(ACSS) with a request to upload on Institute website please.
04. File copy

Proud to be Part of 'Team SLIET'

Together We can make a Difference

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**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:..... 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: _____