

**Format for reimbursement of Children Education Allowance/Hostel Subsidy**

<b>Employee's Details.</b>		
1.	Name of the employee in full (Block letter)	
2.	Designation / Level in the pay matrix	
3.	Department /office & Bill Unit No.	
4.	Employee Number	
<b>Details of child for whom CEA / Hostel subsidy is claimed.</b>		
5.	Name of the child & relation with employee	
6.	Date of Birth of the child.	
7.	Whether first child or second child	
8.	Standard / Class	
9.	Name of the Institution	
10.	Details of affiliation/Recognition of the institution.	
11.	Academic Session	
12.	1 <sup>st</sup> or 2 <sup>nd</sup> claim, if the child studied 1 or 2 year below class 1	
12(a)	Whether the child studied 1 or 2 year below class 1	
13	In case of Hostel subsidy distance of the school from the residence	
<b>Details of the claim preferred</b>		
14.	Amount of reimbursement claimed for CEA, subject to limit fixed*.	
15.	Amount of reimbursement claimed for Hostel Subsidy, subject to the amount of expenditure mentioned in Annexure-B or the ceiling of <b>Rs 6750/-pm</b> , whichever is lower*.	

<b>Declaration:</b>	<p>a) I do hereby declare that I have gone through the <b>terms &amp; Conditions*</b> governing grant of CEA/ Hostel Subsidy carefully and the claim, as above, has been made as per laid down terms &amp; conditions. The information given above is true to the best of my knowledge and belief. I shall be responsible, if any of the above information is found to be incorrect afterwards.</p> <p>b) I do also certify that I myself or my spouse has not claimed this reimbursement from any source and will not claim the same in future.</p>
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- Under term and conditionas laid down in cpo sl no 176/2019

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(Signature of the Applicant)

Encloser:

Date: -

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(Name & Designation of the Sanctioning Authority with Seal)

**Format for obtaining certificate from Head of the Institution**

1. This is to certify that **(Name of the student)** \_\_\_\_\_ child  
of **(Name of the Parents)** \_\_\_\_\_ was a  
bonafied student of (Name of the school / Institution) \_\_\_\_\_  
\_\_\_\_\_ and he/ she studied in class \_\_\_\_\_ in  
this school / Institution during the previous academic year \_\_\_\_\_

2. (a) The school / Institution is affiliated to \_\_\_\_\_  
(b) Recognition of the school / institution and number \_\_\_\_\_

3. \*\*This is also certify that the school/Institution is running with \_\_\_\_\_ (Number of classes)  
classes prior to class / standard -1

**4. \*\* Hostel Subsidy:**

(a) This is also to certify that the school / Institution is residential and is not a day -  
boarding school and an amount of Rs \_\_\_\_\_ (in figure) \_\_\_\_\_  
\_\_\_\_\_ (in words) was incurred by  
his/her parents (Name of the parents) \_\_\_\_\_ towards  
lodging and boarding in favour of the student (name of the student) \_\_\_\_\_  
\_\_\_\_\_ who resided in the residential complex of this school  
/Institution during the academic year \_\_\_\_\_ .

(b) As per this school record residential address of the student is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\* To be scored out, if not applicable

Office stamp of the school

.....  
Signature of Head of the School / Institution

Stamp

Date