

To

The Divisional Railway Manager,
Eastern Railway/ Malda.
(Through Proper Channel)

Sub: - Claiming of Reimbursement of Children Education Allowance Scheme.

Ref: - CPO/KKK's L/No. E/SPC/2008/Policy (SL. No. 121/08).

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I certify that the child/children mentioned below in respect of whom reimbursement of Children Education Allowance Scheme is claimed is/are wholly dependant upon me :-

- (i) Name of the Child (1st or 2nd) :
(ii) Date of Birth :
(iii) Name of School in which studying :
(iv) Class in which studying :
(v) Item/Items for which educational allowance :
is claimed, the details are given below :-

Sl. No.	Tuition Fees	Month		Amount(Rs.)
		From	To	
01	Tuition Fees			
02	Admission Fees			
03	Library Fees			
04	Special Fees for agriculture			
05	Special fees for electronics			
06	Special fees for music			
07	Special fees for any other object			
08	Fees paid for the use of any aid for the child			
09	Games/Sports fees			
10	Fees paid for extra curricular			
11	Cost of one set text books and note books			
12	Cost of two sets of Uniforms			
13	Cost of one set of schools shoes			
	TOTAL			

I also certify that the above fees had actually been paid by me (original receipts are enclosed).

My wife/husband is not claiming separately the above allowance for the abovementioned child/children.

In the event of my change in the particulars given above which effect my eligibility for reimbursement of Children Education Allowance Scheme. I undertake to intimate the same promptly and be refund excess payment, if any.

In the event of claiming reimbursement for more than 02(two) children, I undertake that, I may be taken up under D&A Rules.

Yours faithfully,

(Signature)

Name:

Designation:

Station:

Date:

Bill Unit No.