

Indian Sign Language Research and Training Centre

Department of Empowerment with Persons with Disabilities (Divangjan)

Ministry of Social Justice and Empowerment, Govt of India

Module No. 403-405, 4th Floor, NSIC Business Park, Okhla Industrial Area, New Delhi – 110020

CLAIM FORM FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

CLAIM FOR THE ACADEMIC YEAR:

I hereby apply for the reimbursement of Children Education Allowance for my child / children and relevant particular are furnished below:-

1.	Name of the Govt Servant				
2.	Employee Code.				
3.	Designation				
4.	Name of the organisation / Section				
5.	If spouse is employed, state whether in Central Govt., PSU , State Govt. (give details with name of the Spouse)				
6.	Designation, Office of Spouse, if spouse is employed in any other Central Govt., PSU , State Govt. Autonomous Body etc.				
7.	Details of the child / children for whom CEA / Hostel Subsidy claimed:-				
	Sequence	Name of Child	DOB	Standard	Name & Place of the School / Institution
	1st Child				
	2 nd Child				
	3 rd Child				

8. Re-imbursement of Expenditure:-

Sequence	Period	Rate of CEA (P.M) In Rs.	Amount Claimed In Rs.	Remarks
1st Child				
2 nd Child				
3 rd Child				
Total amount claimed ₹.				

9. Distance of Hostel of child from residence of employee (in case Hostel Subsidy):.....
10. The Academic year for which CEA / is applied now:.....
11. (a) Whether the child for whom the CEA is applied for is a disabled child :.....
(b) If yes, indicate the nature of disability:
(c) Date of disability certificate:
(d) Indicate the percentage of disability:
12. Whether the Bonafide certificate from Head of Institution/Self attested copy of report card or self attested receipt(s) (including e-receipt(s) confirming/ indicating that the fee deposited for the entire academic year has been attached: Yes /No
13. For Hostel Subsidy, the Bonafide certificate from mentioning the amount is attached:.....
14. If Yes at Item No. 13, Amount claimed for Hostel Subsidy: Rs.. _____

15. (a) Certificate that I or my wife / husband is / is not a Central Government servant.
 (b) Certificate that my wife / husband Sri / Smtis presently working as:inand that he / she shall not apply / has not applied for the Children Education Allowance for the child / children mentioned above.
 (c) Certificate that I or my wife / husband has not claimed this re-imbusement from any other source and will not claim the same in future.
16. Certificate that my child in respect of whom re-imbusement of Children Education Allowance as applied is studying in the school / Jr. College which is recognized and affiliated to Board of Education /University.
17. Certificate 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:

Employee No.

FOR OFFICE USE ONLY

- The name of the child referred herein has been verified from service record.
- Bonafide certificate issued from the head of the institution / Self attested copy of report card or self attested receipt(s) (including e-receipt(s) confirming/ indicating that the fee deposited for the entire academic year attached.

S. No.	Name of Child	Amount Claimed	Amount admissible

Pass for payment of ₹ _____ to Shri/ Ms. _____ towards Reimbursement of CEA for the A. Y. _____ vide.

Accountant

Section officer

Director/ Deputy Director (Admin)

The claim had been entered in CEA claim Register at Page no. _____

An amount of ₹ has been reimbursed to Shri/ Ms. _____ towards CEA vide cheque/ RTGS/ NEFT No. _____ on _____

Accountant

Received by:

**Authority Vide Government of India Ministry of Personnel,
P.G. and Pensions Department of Personnel & Training, New Delhi**

Order No. N.A-27012/02/2017-Estt. (AL) 16th August, 2017

(This order shall be effective from 1st July, 2017)

CERTIFICATE FROM THE HEAD OF INSTITUTION / SCHOOL

(FOR REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE)

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 _____ to _____ School / Institution, namely
_____ vide affiliation /recognized by _____ and
the affiliation/ recognition number is _____.

Place: _____

Date: _____

Signature of principal
(Affix School Stamp)

SELF – DECLARATION CERTIFICATE

I _____ employee code _____ 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: _____

Employee Code. _____

Place: _____

Date: _____