

REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

(Ref: OM No. 12011/03/2008 (Allowance) dated 02/09/2008)

1. Certified that the children/child mentioned below in respect of whom reimbursement of Children Education Allowance claimed is wholly dependent upon me:-

Name of the child & date of birth	School in which studying	Class in which studying & A/Y	Total education allowance paid	Total amount of reimbursement claimed
(1)	(2)	(3)	(4)	(5)
1)				
• Tuition fees- for the whole year /I/II/III/IV- Term				Rs
Purchase of Books (one set/per child/per A/Y)				Rs
Purchase of Note books (one set/per child/per A/Y)				Rs
Purchase of Uniforms (Two sets/per child/per A/Y)				Rs
Purchase of School Shoes (one set/per child/per A/Y)				Rs
Total to be filled in column 4 above				Rs
2)				
• Tuition fees for the whole year /I/II/III/IV/- Term				Rs
Purchase of books (one set/per child/per A/Y)				Rs
Purchase of Note books (one set/per child/per A/Y)				Rs
Purchase of Uniforms (two sets/per child/per A/Y)				Rs
Purchase of School Shoes (one set/per child/per A/Y)				Rs
Total to be filled in column 4 above				Rs

2. Certified that the Education Allowance indicated against the Child/Children has actually been paid by me (Receipts enclosed)

(Copy of school fee card & Bank Challans/Paid up Receipts/purchase receipts in original are to be enclosed)

3. Certified that :-

- i. My spouse is not a Central Government Servant.
- ii. My spouse is a Central Govt. Servant and that she/he has not claimed/will not claim children's educational allowance in respect of our child/children.(certificate from the employer of the spouse to be produced)

PTO

4. Certified that during the period covered by the claim the child attended the school regularly and did not absent himself/herself from the school without proper leave for a period exceeding one month.
5. In the event of any change in the particulars given above which affect my eligibility for children's educational allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made.

Note : Tuition fee means tuition fee, admission fee, lab fee special fee charged for agriculture, electronics, music or any other subject, fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee for extra curricular activities.

Encl:

Place & Date :

(Signature of the Govt. Servent)

Name :-

Designation:-

Section:-

Admissibility certificate(to be filled in by the administration)

1. Total amount claimed Rs. _____
2. Total amount admitted Rs. _____

Sr. D.A.G (Admn) may kindly sanction Rs. _____ as reimbursement of tuition fees to (Name _____)
Necessary fund has been provided in the current years budget.

Submitted please.

A.A.O (Admn)

Sr.A.O(Admn)

Sr. D.A.G. (Admn)

O/o the PR. ACCOUNTANT GENERAL (A&E), WEST BENGAL
Treasury Buildings, Kolkata – 700 001

(Certificate obtained from the Head of the Institution/School towards Reimbursement of Children Education Allowance vide Order No. A-27102/02/2017 – Estt. (AL) dated 16th August, 2017 issued by Government of India, Ministry of Personnel, P.G and Pensions, Department of Personnel & Training)

This is to certify that Master/Kumari _____

Roll No _____ Admission No _____ son/daughter

of Sri _____ and

Smt. _____ is a

bonafied student of this school and studied in Class _____ during the academic session

_____ covering the period from _____ to _____ and as

per school record his/her date of birth is ____/____/_____.

During the above mentioned academic session Master/Kumari

_____ had resided in the residential complex

(Hostel) of the school and paid an amount of Rs. _____ towards boarding

and lodging in the residential complex.

This institution/school is affiliated/ recognised by _____ and the

affiliation/ recognition number is _____

Date:

Place:

Signature of Head of the School

(Affix School Stamp)