

VISVA-BHARATI

REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

[Ref:-OM No. 12011/03/2008 (allowance) dated 2.09.08]

Name of the Govt. Servant:-

ID NO:-

DESIGNATION:-

DEPT:-

Allowance claimed is/are wholly dependent upon me:-

Name of the Child & Date of Birth	School in which studying	Class in which studying & Academic year	Total Education allowance paid	Total amount of reimbursement claimed
1	2	3	4	5
1)				
Tuition fees for the session /I/II/III/IV-Qtr				Rs.
Purchase of Books (One Set/per child/per Academic Year				Rs.
Purchase of Note Books (One Set/per child/per Academic Year				Rs.
Purchase of Uniforms (Two Set/per child/per Academic Year				Rs.
Purchase of School Shoes (One Set/per child/per Academic Year				Rs.
Total to be filled in column 4 above				Rs.
2)				
Tuition fees for the session /I/II/III/IV-Qtr				Rs.
Purchase of Books (One Set/per child/per Academic Year				Rs.
Purchase of Note Books (One Set/per child/per Academic Year				Rs.
Purchase of Uniforms (Two Set/per child/per Academic Year				Rs.
Purchase of School Shoes (One Set/per child/per Academic Year				Rs.
Total to be filled in column 4 above				Rs.

2. Certified that the Educational fees/expenses indicated against the Child/Children has actually been paid by me (Receipts enclosed) (Note:-Original of school fee book & bank challans/paid up receipts/purchase receipts are to be enclosed)

3. Certified that:

- i) my spouse is not a Central Government Servant
- ii) my spouse is not a Central Government Servant and that she/he has not claimed/will not claim children's educational allowance in respect of our child/children

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, examination fee, Laboratory fee, vidyalaya vikas nidhi charged by kendriya vidyalaya, 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.

** Length of session with month and year to be mentioned.

I(Name of the employee) certify that the children/ child mentioned above in respect of whom re-imbursement of CEA is claimed are/is wholly dependent on me.

Place-----

Date:-----

(Signature of the employee)