



VISVA-BHARATI
ACCOUNTS OFFICE
Santiniketan

NOTICE

This is to notify for all concerned that the re-imbursement of **Children Education Allowance** in terms of UGC letter No. F.20-1 (CU) dated 29th May 2009 and subsequent communications will be paid on submission of duly filled up claim form. All are requested to follow the guidelines for filling up the enclosed form. Duly filled in claim form alongwith required enclosures is to be submitted to the Accounts Office by **15th March, 2019**.

The Principals of all Bhavanas/the Heads of all Departments/ the in-Charge of all Sections are requested to bring this to the notice of all concerned of the respective Bhavana/ Department/ Sections.

mm/2/19
Joint Registrar (Accounts)
Visva-Bharati

Ref. No. Act/ 117 /201 8-2019
Dt. 09.02.19

copy forwarded for uploading in the university website.

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**VISVA-BHARATI
SANTINIKETAN**

SUB: REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

[Ref:-OM No.12011/03/2008(allowance)dated 2.9.08]

Name of Govt. Servant :

ID No :

DESIGATION :

DEPT :

Allowance claimed is/are wholly dependent upon me:-

Name of the child & date of bath	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 Sets/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)				Rs.
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 Sets/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 paid by me (receipt enclosed)(Note: Original of School fee book & bank challans/ paid up receipts/ purchase receipts to be enclosed)

3. Certified that :-

i) my spouse is not a Central Government servant

ii) my spouse is a Central Government servant and that she /he has 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 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)