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**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

**Application for reimbursement of**

**Children Education Allowance** ( ) For 1<sup>st</sup> Child ( ) 2<sup>nd</sup> Child  **Hostel Subsidy** ( ) For 1<sup>st</sup> Child ( ) 2<sup>nd</sup> Child

Name of the Employee :	Employee Code:
Designation :	
Department/Section :	Claim for the Quarter (I, II, III & IV) or All:
Whether School/Institute is recognized by the Central or State Govt. or UT administration or by University or a recognized educational authority having jurisdiction over the area where the School/Institute is situated : Yes ( ) No ( )	
If yes, submit certificate from school authority where ward is studying	
Whether spouse is Central or State Govt. employee/Central or State PSU employee/Bank/Autonomous body employee ( <i>Strike out whichever is not applicable</i> ) : Yes ( ) No ( )	
Whether spouse is entitled for Children Education Allowance (CEA)/Hostel subsidy (HS) : Yes ( ) No ( )	
If yes, submit certificate from his/her employer that he/she has not claimed CEA/HS from his/her employer	

Academic year: <b>1<sup>st</sup> Child:</b> From - _____ to _____ and <b>2<sup>nd</sup> Child:</b> From _____ to _____			
Name of Child/Children : 1 _____			
: 2 _____			
Disabled (Yes/No) - If, Yes only if at least 40% disability as certified by a Board and already declared to Establishment Section : 1 _____	Type of disability (Temporary/Permanent)	Disabled declared from (dd/mm/yyyy)	
: 2 _____			
DOB (dd/mm/yyyy) : 1 _____	Class in which studying	Last claim for which class	
: 2 _____			
School Name & City : 1 _____			
: 2 _____			

**NOTE:** a) ₹18,000/- for Children Education Allowance per annum per child and ₹4,500/- for Hostel Subsidy per month per child b) For disabled child: ₹36,000/- for CEA per annum per child and ₹9,000/- for HS per month per child. Special allowance of ₹1,500/- p.m. to women for disabled child.

Particulars	Amount Claimed	
	1 <sup>st</sup> Child	2 <sup>nd</sup> Child
1*. Tuition/Development Fee - 1st Qtr. (April-June)	₹	₹
Tuition/Development Fee - 2nd Qtr. (July-September)	₹	₹
Tuition/Development Fee - 3rd Qtr. (October-December)	₹	₹
Tuition/Development Fee - 4th Qtr. (January-March)	₹	₹
* Reimbursement of Development Fee is allowed on pro-rata basis, subject to the condition that the Govt. servant will have to certify that the school does not charge tuition fee. <b>Total-A</b>	₹	₹
2. Admission Fees/Annual Fees ( <i>Strike out whichever is not applicable</i> )	₹	₹
3. Examination Fees/Lab Fees ( <i>Strike out whichever is not applicable</i> )	₹	₹
4. Special Fees charged for a) agriculture b) electronics c) music or any other subject	₹	₹
5. Fee charged for practical work under the programme of work experience	₹	₹
6. Fee paid for the use of any aid or appliances by the child	₹	₹
7. Library fee, games/sports fees and fee for extra-curricular activities	₹	₹
8. Purchase of one set of Textbooks/Notebooks (per child/per Academic Year)	₹	₹
9. Purchase of two sets of Uniform (per child/per AY) - irrespective of colours/winter/summer/PT uniforms ( <i>Admissible: Uniform include all items of clothing prescribed for a day, as uniform by the school, irrespective of colours/winter/summer/PT uniform</i> )	₹	₹
10. Purchase of one pair of Shoes (per child/per Academic Year)	₹	₹
11. Any other fees (directly charged by the school/Institute) from the students	₹	₹
<b>Total-B (2 to 11)</b>	₹	₹
<b>Total (A+B)</b>	₹	₹

**NOTE:** Reimbursement is not permissible for Annual Charges, Transportation Fees (charged by school) and School Bags, Pens/Pencils, Water Bottle, Stationery etc.  
 Children Education Allowance Form - Page 1 of 2

## DECLARATION

1. Certified that the claim relates to my legitimate/legally adopted child/children wholly dependent on me.
2. Certified that the Education Allowance/Hostel Subsidy indicated against the Child/Children has actually been paid by me to the school/Institute (Copy of School fee card & bank challans/paid up receipts/purchase receipts in original are to be enclosed).
3. 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.
4. Certified that in the event of any change in the particulars given above which affect my eligibility for reimbursement of Children Education Allowance/Hostel Subsidy, I undertake to intimate the same promptly and also to refund excess payment, if any made.
5. The particulars/information furnished above is complete and correct and I have not suppressed any relevant information. 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 under CCS Conduct Rules, 1964.

Date: \_\_\_/\_\_\_/20\_\_\_

Signature of applicant

Forwarded  Not Forwarded

**Counter Signature of HoD/Section Head**

**FOR ESTABLISHMENT SECTION USE ONLY**

Personal particulars verified

Claim verified

Claim for the Quarter (I, II, III & IV) or All: \_\_\_\_\_

**Junior Assistant (Estt.)**

**Superintendent (Estt.)**

**FOR ACCOUNTS SECTION USE ONLY**

S.No.	Particulars	Amount admissible
01.	Tuition/Development Fee	
02.	Admission Fees/Annual Fees (Strike out whichever is not applicable)	
03.	Examination Fees/Lab Fees (Strike out whichever is not applicable)	
04.	Special Fees charged for a) agriculture b) electronics c) music or any other subject	
05.	Fee charged for practical work under the programme of work experience	
06.	Fee paid for the use of any aid or appliances by the child	
07.	Library fee, games/sports fees and fee for extra-curricular activities	
08.	Purchase of one set of Textbooks/Notebooks (per child/per Academic Year)	
09.	Purchase of two sets of Uniform (per child/per AY) - irrespective of colours/winter/ summer/ PT uniforms (Admissible: Uniform include all items of clothing prescribed for a day, as uniform by the school, irrespective of colours/winter/summer/PT uniform)	
10.	Purchase of one pair of Shoes (per child/per Academic Year)	
11.	Any other fees (directly charged by the school/Institute) from the students	
<b>TOTAL AMOUNT PAYABLE</b>		

**Junior Assistant (A/cs.)**

**Superintendent (A/cs.)**

**Assistant Registrar (Admin)**

Recommended  Not Recommended

Approved  Not Approved

**Registrar**

**Director**

To,  
Accounts Section