

REIMBURSEMENT OF TUTION FEE

Application form of reimbursement under 'Children Education Assistance Allowance Scheme in accordance with Ministry of Finance's O.M. No. 7(1) E.H.(A)/64 dated 3rd June 1964 as amended by Department of Personal and Administrative Reforms . O.M. No. 18013/1/90 Estt. (Allowances) dated 31st December 1987 and Ministry of personal, Public Grievances and Pensions. O.M. No. 12011/03/2008 Estt.(Allowances) dated 2nd September 2008.

1. Name of Govt. Employee.....
Designation.....
Personal No.....
2. Period of last claim.....
3. Period to which present claim pertaing.....

Details of present claim:-

Sr. No.	Details	Particulars of 1 st Child		Particulars of 2 nd child	
(i)	Name of the Child/Children				
(ii)	School in which studying and location of the school				
(iii)	Class in which studying				
(iv)	Reimbursement for monthly amount of tution fee/special fee/fee for practical work /fee paid for aid or appliance/library fee/games fee/sports fee/fee for extracurricular activites etc. (Receipts to be attached)	Amount Claimed(in Rupees) (*)	Amount Passed(in Rupees) (+)	Amount Claimed(in Rupees) (*)	Amount Passed(in Rupees) (+)
(v)	Reimbursement for purchase of (Receipts to be attached)				
(vi)	Text books				
(vii)	Notebooks				
(viii)	Uniforms				
(ix)	Shoes				
	Total		(A)		(B)
	Amount of scholarship received				

Grand Total(A+B)=Rs.....

(*) to be filled up by the official

Asst. Accounts Officer/PC

(+)to be filled up by the P.C. Section

P.T.O.

CERTIFICATE

1. Certified that my child/Children mentioned at para 3(i) on pre page in respect of whom reimbursement claimed is/are studying in the schools as mentioned at para 3(ii) and the reimbursement claimed as per para 3(iv) & 3(v) on pre page have actually been paid by me.
2. Please tick () (i) or (ii) and fill up (iii) below:
 - (i) My wife/husband in not a Government Servant()
 - (ii) My wife/husband is in Govt. service and no reimbursement would be claimed by her/him. ()
 - (iii) My wife/husband is employed with_____.
She/he in not entitled to reimbursement mentioned at para 3 on pre-page
3. Certified that I have not claimed and will not claim Hostel subsidy as per Ministry of Personnel, public grievances and pensions O.M. No. 12011/03/2008 Estt. (Allowance) Dated 2nd September 2008 in respect of Children mentioned at para 3 on pre-page.

Date:

Signature

Name of Section:

Office:-

Recommendation of the Account officer

Sr. A.O.

Passed for Rs..... (Rs.....
.....(in words) and drawn with Pay & Allowances for the
month of.....

Sr. Accounts Officer/Cash

Note: (1) Children Education Allowance is admissible to two eldest children only.

(2) Claims may be supported with evidence of eldest children i.e. C.G.H.S. Card's photocopy etc.

(3) Claims on quarter basis only (As per Academic Session) may be submitted for reimbursement.

(4) In addition to tuition fees etc. only two sets of uniform, one set of shoes, one set of text books/ Notes
books are reimburbled during the academic session.