



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

FORM - 18

APPLICATION FOR CLAIMING REIMBURSEMENT  
UNDER CHILDREN EDUCATION ALLOWANCE SCHEME

1	Name of the applicant				
2	Designation				
	Dept./Section/Centre				
3	Period for which present claim pertains to				
4	Certified that the child/children mentioned below in respect of whom reimbursement under Children Education Allowance Scheme is claimed is/are wholly dependent upon me -				
	Name of the child/children	Date of Birth	School in which studying	Class in which studying	Amt. of re-imbursment claimed
5	Certified that the fees indicated against the child/each of the children had actually been paid by me (cash receipt/counterfoil of the Bank credit vouchers to be attached with initial claim)				
6	Certified no other claims of the children's educational allowance in respect of the children mentioned above will be made from any other source.				
7	Certified that my child/children in respect of whom reimbursement of fee is claimed is/are studying in the school(s) which is/are recognised school(s) (Not applicable to schools run by Central Government / State Government / Union Territory Administration / Municipal Committee / Panchayat Samiti / Zilla Parishad).				
8	In the event of any change in the particulars above which affect my eligibility for reimbursement under Children Education Allowance Scheme, I undertake to intimate the same promptly and also to refund excess payments, if any, made.				

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

Signature of the employee

Emp\_No.: \_\_\_\_\_

**(to be filled up by the Institute Employee for claiming the reimbursement under Children Education Allowance Scheme from IIT Guwahati)**

Certified that my daughter/son Mr./Ms \_\_\_\_\_ Date of birth \_\_\_\_\_

is a student of \_\_\_\_\_ (Name of the School) \_\_\_\_\_ class

Details of payment made by me against his/her for the period from \_\_\_\_\_ to \_\_\_\_\_ given below:

A	Reimbursement under Children Education Allowance yearly		
	Sl. No.	Items	Amount claimed (in Rs.)
	1.	Admission Fee	
	2.	Purchase of one sets of text books and note books	
	3.	Uniforms ( _____ Sets)	
	4.	One set of school shoes	
B	Reimbursement under Children Education Allowance monthly		
	Sl. No.	Items	Amount claimed now (in Rs.)
	1.	Tuition Fee (@Rs. _____ per month)	
	2.	Laboratory Fee (@Rs. _____ per month)	
	3.	Special fee charged for agriculture, electronics, music or any other subject (@Rs. _____ per month)	
	4.	Fee for practical work/programme of work experience (@Rs. _____ per month)	
	5.	Fee for use of any aid or appliance (@Rs. _____ per month)	
	6.	Library Fee (@Rs. _____ per month)	
	7.	Games/Sports Fee (@Rs. _____ per month)	
	8.	Fee for extra-curricular activities (@Rs. _____ per month)	
C	Total amount claimed (A + B above)		

All the original money receipts against the above payment enclosed herewith please.

Date .....

\_\_\_\_\_  
*Signature of Institute Employee***FOR OFFICE USE**

The above claims are verified from the office record and found to be correct / corrected as above. All the earlier record verified and found that no reimbursement claimed and made in this regard against the above period.

Accordingly, an amount of Rs. .... may be paid to ....., as per GOI rules for the period from ..... to .....

**Dealing Assistant****AR (ADMN. / FACULTY AFFAIRS)****REGISTRAR**