

**PROFROMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE/ HOSTEL
SUBSIDY IN TERMS OF RBE NO. 147/2017**

CLAIM FOR THE FINANCIAL YEAR: -

I hereby apply for the reimbursement of Children Education Allowance for my child/ children and relevant particulars are furnished below: -

1.	Name of the Employee	:	
2.	P.F. No/Employee No.	:	
3.	Designation	:	
4.	Office & Bill Unit No.	:	
5.	Name of Spouse	:	
6.	If spouse is employed, State whether in Central Govt., PSU, State Govt. (give details)	:	
7.	Designation, Office & B.U. No. of spouse, if spouse is employed in Railway.	:	

8. Details of all the children of the employee as per Pass Declaration:

Sl No.	Sequence	Name	DOB	Age
1.	1 st Child			
2.	2 nd Child			
3.	3 rd Child			

9. Details of all the children for whom CEA/Hostel Subsidy claimed:

Particulars of Children	:	Child-1	Child-2	Child-3*
i) Name of the student	:			
ii) Date of Birth	:			
iii) Class studied during 2017-18	:			
iv) Name of the school/college and address	:			
v) Academic Year	:			
vi) Name of institution from which school is recognized/affiliated (CBSE/ICSE/Others State Gov. authorities)	:			
vii) Affiliation/Recognition No. of School	:			

* only if 2 & 3 are twins.

10. Distance of Hostel of Child from residence of employee (in case Hostel Subsidy is claimed)
11. Amount of CEA/Hostel Subsidy already received up to previous quarter: -
12. The Academic year for which CEA/Hostel Subsidy is applied now: -
13. (a) Whether the child for whom the CEA is applied for is a disabled child : - YES/NO
(b) If yes, indicate the nature of disability: -
I Date of disability certificate: -
(d) Indicate the percentage of disability: -
14. Whether the Bonafied certificate from Head of Institution has been attached: - YES/NO
15. For Hostel Subsidy, the Bonafide certificate from mentioning the amount is attached: - YES/NO
16. If yes, at item No. 17, amount claimed for Hostel Subsidy: -
17. (i) Certified that the fee/amount indicate above had actually been paid by me.
(ii) Certified that my wife/husband is/is not a Central Government Servant.
(iii) Certified that my husband/wife Sri/Smt is presently working as in and that he/ she shall not apply/has not applied for the CEA for the child mentioned above.
(iv) Certified that I or my wife/husband has not claimed this re-imburement from any other source and will not claim the same in future.
18. Certified that my child in respect of whom reimbursement of children Education Allowance is applied is studying in the School/Jr. College which is recognized and affiliated to Board of Education/University.
19. The information furnished above are complete and correct and I have not suppressed any relevant information. In the event of any change in the particulars given above which affect my eligibility for reimbursement of Children Education Allowance, I undertake to intimate the same promptly and also to refund excess payments if any made. 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.

Signature :
Name :
Design & PF No.
Station :
Working Under :
Date :

The family composition of the claimant has been verified from the official records such as Pass Declaration/Register etc and found correct.

Signature of Sr. Subordinate
With office seal and stamp

FOR OFFICE USE ONLY

SI No.	Name of staff	P.F. No.	CEA Amount	Hostel Subsidy Amount if any	Total

Bill Clerk/OS

BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL

(for Children Education Allowance)

This is to certify that Master/Baby/Mr/Miss Roll No.
Admission No. son/ daughter of Sri/ Smt.
is a bona fide student of this school and studied in Class During the financial year
..... and as per School records his/ her date of birth is in words
.....

This Institution/School is affiliated/recognized by and
the affiliation/recognition Number is

Dated:

Place:

Signature Head of the Institution/School
(with Stamp and seal)

SPECIMEN OF BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL

(for Children Education Allowance)
HOSTEL SUBSIDY

This is to certify that Master/Baby/Mr/Miss Roll No.
..... Admission No. son/ daughter of Sri/ Smt
..... is a bonafide student of this school and studied in Class During the
financial year and as per School records his/her date of birth is in words
.....

During the year Master/Baby/Mr./Miss had resided in
the residential complex (Hostel) of the school and paid an amount of Rs.
towards boarding and lodging in the residential complex.

This Institution/School is affiliated/recognized by and
the affiliation/recognition Number is

Dated:
Place:

Signature Head of the Institution/School
(with Stamp and seal)