



भारतीय सूचना प्रौद्योगिकी संस्थान राँची
Indian Institute of Information Technology Ranchi
(An Institute of National Importance under an Act of Parliament)
Ranchi, Jharkhand, India

FORM FOR REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

Name of the Employee: _____ Designation/ Deptt: _____

Employee No: _____ Bank Account No. : _____

Period of Claim for the Academic Year :

1. Certified that the Children/ child mentioned below in respect of whom reimbursement of Children Education Allowance claimed is wholly dependent upon me:

<i>Name of the Child & Date of Birth</i>	<i>School in which studying</i>	<i>Class in which studying & Academic Year</i>	<i>Total Education expenses Paid (in ₹)</i>	<i>Total amount of reimbursement claimed (in ₹)</i>
A	B	C	D	E
Particulars of Payments			Child (1)	Child (2)
#Tuition fee: for the Whole year 2019-20/ I/II/III/IV – Term				
Purchase of books (one set per child per A.Y.)				
Purchase of Note Books (One set per child per A.Y.)				
Purchase of Uniforms (Two sets per child per A.Y.)				
Purchase of School Shoes (One set per child per A.Y.)				
Total to be filled in column 'D' above for respective child				
Total Amount Claimed for reimbursement for children 1 & 2 above				
Total Claim				

2. Certified that the Education Allowance indicated against the child/ children has actually been paid by me as per receipts attached. (Note: Copy of School fee card & Bank challans/ Paid up receipts/ purchase receipts in original are to be enclosed)
3. Certified that:
 - a. My spouse is not a Central Government servant.
 - b. My spouse is a Central Govt. servant and that she/he has not claimed/ will 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.

6. I hereby undertake that my Son / ~~Daughter~~ (Name) _____ is/ are studying in _____ and respectively and I will not claim CEA for more than 2 classes prior to class 1 in future.
7. I hereby undertake that I am not claiming CEA for third time prior to class 1 for Son/ Daughter (Name) who are presently studying in

Note: #Reimbursement for the following items can be claimed under this scheme:- Tuition fee, Admission fee, Laboratory fee, Vidyalaya Vikas Nidhi Chaged by Kendriya Vidyalayas, 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, examination fee and fee for extracurricular activities. This also includes reimbursement for purchase of on set of text books and notebooks, two stes of uniforms prescribed by the schools irrespectve of the colours/ winter/ summer/ PT uniform and one set of school shoes (One pair of shoes) which can be claimed for a child, in an academic year.

Place: Dhanbad

Signature of the Employee

Date:

List of Enclosures:

- (1) Fee Receipts
 - (2) Cash Memo for Books _____
 - (3) Cash memo for note books _____
 - (4) Cash memo for uniforms _____
 - (5) Cash memo for School Shoes _____
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(FOR USE IN ACCOUNTS SECTION)

Claim checked, verified and found correct. Passed for payment of Rs. _____

Amount has been entered in the Children Education allowance register at page no ____.

Dealing Asstt

Dy Registrar

Asstt Registrar - for audit clearance.

Registrar

Director