

**PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION  
ALLOWANCE/HOSTEL SUBSIDY**

**CLAIM FOR THE FINANCIAL YEAR: -**

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

1.	Name of the Employee	:	
2.	PIS No.	:	
3.	Designation & No.	:	
4.	Place of Posting.	:	
5.	Name of Spouse	:	
6.	If spouse is employed, State whether in Central Govt., PSU, State Govt. (give details)	:	

**7. Details of all the children of the employee:-**

Sl. No.	Sequence	Name	DOB	Age
1.	1 <sup>st</sup> Child			
2.	2 <sup>nd</sup> Child			
3.				

**8. Details of all the children for whom CEA claimed:-**

Sl. No.	Sequence	Name	DOB	Age
1.	1 <sup>st</sup> Child			
2.	2 <sup>nd</sup> Child			
3.				

**9. Academic year, Name of School/Residential School and Class in which children studied:**

1 <sup>st</sup> Child	2 <sup>nd</sup> Child

- 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:  
b. If yes, indicate the nature of disability:  
c. Date of disability certificate.  
d. Indicate the percentage of disability:
14. Whether the Bonafide certificate from Head of Institution has been attached :
15. For Hostel Subsidy, the Bonafide certificate from mentioning the amount is attached:
16. If Yes at Item No. 16, Amount claimed for Hostel Subsidy: .
17. a. Certified that the fee/amount indicate above had actually been paid by me.  
b. Certified that my wife/husband is/is not a Central Government Servant.  
c. Certified that my husband/wife Sri/Smt:..... is presently working as..... in .....and that he/she shall not apply/has not applied for the Children Education Allowance for the child mentioned above.  
d. Certified that I or my wife/husband has not claimed this re-imburement from anyother source and will not claim the same in future.
18. Certified that my child in respect of whom reimbursement of Children Education Allowanceis applied is studying in the School/Jr. College which is recognized and affiliated to Board of Education/University.
19. The information furnished above is 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 & No. \_\_\_\_\_

Place of Posting: \_\_\_\_\_

**FOR OFFICE USE ONLY**

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

**Signature of Insap./CR/Distt./Unit:-**

**With office seal and stamp:-**

**AUTHORITY VIDE GOVERNMENT OF INDIA**

**MINISTRY OF PERSONNEL, PG AND PENSIONS DEPARTMENT OF PERSONNEL AND TRAINING, NEW DELHI Order No. N.A-27012/02/2017-Esttt.(AL) 16 August, 2017**

**(This order shall be effective from 1 July, 2017)**

**(FOR REIMBURSEMENT OF CEA)**

**Annexure 'B'**

**BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL**

This is to certify that Miss \_\_\_\_\_ Roll No. \_\_\_\_\_, Admission No. \_\_\_\_\_ daughter of \_\_\_\_\_ is a bonafide student of this school and studied in Class \_\_\_\_\_ Section \_\_\_\_\_ during the financial year 2021-22 and as per School records her date of birth is \_\_\_\_\_ in \_\_\_\_\_

This is to also certify that the above named child had studied in this school in the previous academic year 2021-22. She bears a good moral character.

**“This School is affiliated to \_\_\_\_\_ Code No. \_\_\_\_\_”.**

Dated:

Place: Delhi

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

**AUTHORITY VIDE GOVERNMENT OF INDIA**

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**SELF-DECLARATION**

Name: - \_\_\_\_\_, Rank:- \_\_\_\_\_ Belt No.:- \_\_\_\_\_

PIS No. \_\_\_\_\_ of Police Headquarters, do hereby certified that my

Daughter, namely:- \_\_\_\_\_ was studied in class \_\_\_\_\_

Section \_\_\_\_\_ Roll No. \_\_\_\_\_ during the previous academic year **20\_\_-20\_\_**

in \_\_\_\_\_.

In the event of any change in the particulars given above which affect my eligibility for Children Education Allowance. I undertake to intimate the same promptly and refund excess payment, if any made to me.

Place:

Date:

Signature: \_\_\_\_\_

Name:- \_\_\_\_\_

Rank:- \_\_\_\_\_

Bell No :- \_\_\_\_\_

PIS No. :- \_\_\_\_\_

Place of Posting:- \_\_\_\_\_