

Annexure 'A'

PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE/HOSTEL SUBSIDY FOR THE ACADEMIC YEAR: _____.

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

FIX PHOTO OF GOVT. OFFICIAL

FIX PHOTO OF 1 ST CHILD

FIX PHOTO OF 2 ND CHILD

1.	Name of the Employee	:	
2.	P.F. No./Employee No.	:	
3.	Designation	:	
4.	Present Department/Office	:	
5.	Name of Spouse	:	
6.	If spouse is employed, State whether in Central Govt., PSU, State Govt. (give details)	:	
7.	Name, Designation and Office address of the Spouse.	:	

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

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

9. Name of School/Residential School and Class in which children studied:

1st Child	2nd Child

10. Distance of Hostel of child from residence of employee (in case Hostel Subsidy is claimed)_____.
11. The Academic year for which CEA /Hostel Subsidy is applied now: _____
12. (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:

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- (c) Date of disability certificate.
(d) Indicate the percentage of disability:
14. Whether the Bonafide 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. 15, 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 Children Education Allowance 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:

Date:

The details of child/children for whom the present claim is submitted by the official has been verified from the official records and found correct.

Signature of Administrative Authority
With office stamp

SELF DECLARATION

I _____ do hereby certify that my
son/daughter namely _____ Studied in Class _____
Section _____ Roll No. _____ during previous
Academic year _____ in
_____ School.

(document enclosed)

"In the event of any change in the particular 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".

Signature of Govt. Servent

Name: _____.

Designation: _____.

CPIS NO: _____.

Place: _____

Date: _____

NOMINATION FORM AVAILING GRANT OF CHILDREN EDUCATION ALLOWANCE

VIDE GOVT. ORDER NO. 473-F OF 2019 DATED 28-11-2019

I _____ CPIS NO _____
do solemnly declare on oath that my family details is as under:-

Details of the family as on _____

S.No.	Name of the members of family	Date of Birth	Relationship with the official	Occupation	Aadhaar No.
(1)	(2)	(3)	(4)	(5)	(6)

Serial No's _____ & _____ are my eldest wards (first two children) for whom I am claiming Children Education Allowance / Hostel Subsidy in terms of Govt. Order No. 473-F of 2019 dated 28-11-2019.

I also certify that my spouse

is not a Govt. employee

is a Govt. employee and NDC is enclosed.

The information given above is genuine to the best of my belief and nothing has been concealed therein. In case the information given above found to be false at any later stage, I shall be personally responsible for legal action.

Signature _____

Name: _____

Place of Posting: _____

Place:

Date:

Annexure 'B'

BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL

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

**This is further certified that 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 to/ recognized by.....
vide affiliation/recognition Number

Dated:
Place:

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

** (Strike out it if not applicable)