

PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE
in terms of DOPT Order No. A-27012/02/2017-Estt(AI) dated 16 Aug. 2017

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

(a)	Name of Employee	:	
(b)	Designation	:	
(c)	Dept./Section	:	
(d)	Name of Spouse	:	

2. Details of all the children of the employee:

Sl. No.	Sequence	Name	DOB	Whether child is disabled, if yes attach certificate.
(a)	1 st Child			
(b)	2 nd Child			
(c)	3 rd Child			

3. Details of all the children for whom CEA claimed for the Financial Year _____:

Sl. No.	Name	Name of School and class in which studying	Period	Amount
(a)				
(b)				

4. Whether the certificate from Head of Institution has been attached: Yes/No.

5. (i) Certified that my wife/husband is/is not a Government Servant.

(ii) Certified that my husband/wife Sri/Smt:..... is presently working as :
..... inand that he/she shall not apply/has not applied for the Children Education Allowance for the child mentioned above.

6. Whether the school is recognized by CBSE/ICSE/State Govt./Dist. Administration. If yes specify and enclose the certificate/details of registration (Mandatory)_____.

7. The information furnished above is complete and correct and I have not suppressed any relevant information or misleading / false information regarding studying of ward / affiliation / recognition of school. 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 the payments or deduction from my salary if any made. Further, I am aware that if at any stage the information/documents furnished above are found to be false, I am liable for disciplinary action.

Signature of employee

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

Signature of SO/AR (Estt.)

Date:

Forwarded to: F & A Dept. for payment.

Bill Clerk

Bill Compiling Officer/SO