

REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

FOR THE AIIMS / CENTRAL GOVT. EMPLOYEES

(Ref: OM NO: 12011/03/2008 (Allowance) Dated: 02/09/2009)

Certified that my children/child mentioned below in respect of whom reimbursement of Children Education Allowance claimed is wholly dependent upon me and I am compelled to send my child/children away from the place of my posting/residence or sue to non-availability of a vacancy in such a school at the station of my posting/residence:-

Name of the child	School in which studying	Class in which studying	Total Education Allowance paid	Total amount of reimbursement claimed
1.	2.	3.	4.	5.
1.				
2.				
1. Tuition Fees - for the whole year 20.... - 20....				₹
First Installment (..... to))				₹
Second Installment (..... to))				₹
Third Installment (..... to))				₹
Fourth Installment (..... to))				₹
2. Purchase of books (One set / per child / per A/Y)				₹
3. Purchase of Notre Books (One set / per child / per A/Y)				₹
4. Purchase of Uniform (Two sets / per child / per A/Y)				₹
5. Purchase of School Shoes (One set / per child / per A/Y)				₹
Total: (Tuition Fees paid + 2 to 5)				₹

(Continued)

2. Certified that the Education Allowance Indicated against the Child/Children has actually been paid by me (Receipts enclosed).

(Note: Copy of the school fee card & bank Challans/Paid up Receipts/Purchase receipts in original are to be enclosed).

3. Certified that:-

- 1) My spouse is not a Central Government servant.
- 2) My spouse is a Central Government 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 effect my eligibility for children's educational allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made.

Note: # Tuition Fee means fee, admission fee, lab fee, special fee charged for agriculture, electronics, music or any other subject, Fee charged for practical work under the program of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee for extra-curricular activities.

Enclosure(s):

1.
2.
3.

Place:

Date:

Signature of the employee

Name

Designation

Department

Contact No.