

REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE (CEA)

(Ref.: OM No.-12011/3/2008 dated 2/9/2009)

Name of College Employee : _____

Department in which Posted : _____

Designation : _____

S.N.	Name of the Child	Date of Birth	Name of School in which Studying	Class in which studying	Education allowance paid
1					
2					
In case 2 nd & 3 rd Child is Twins					
3					

Note:

1 Certified that the education allowance indicated against each child is actually been paid by me **(Enclose all receipts or school fee certificate)**.

2 Certified that my spouse is not a central Government Employee.

OR

Certified that my spouse is a central Government employee and he/she shall not apply / has not applied for the CEA for the Children mentioned above.

Certified that I or my spouse has not claimed this reimbursement from any other source & will not claim the same in future.

3 Certified that during the period covered by the claim, the child attended the school regularly & didn't absent from the school without proper leave for a period exceeding one month.

Signature of College employee:

PTO for List of Enclosures

CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL

Govt. of India, Ministry of Personal & P.G & Departmen of Personal & Training,
Delhi. (Order No. A-27102/02/2017-Estt.(AL) 16-8-2017)

For Reimbursement of Children Education Allowance (CEA)

Date_____

It is to certify that Master/Kumari _____

having Admission No._____ D.O.B. _____

son/daughter of Mr./Mrs._____is a bonafide student of

this school and studied in class _____ Sec _____ Roll No._____

during the year_____ and paid ₹_____ as annual School fee.

Signature of the Principal/authorised signatory
(Affix School Stamp)

SELF DECLARATION

I _____ employed in the department of _____,
 as _____ Ramjas College, Delhi do hereby certify that my
 children in respect of which the CEA is claimed is/are

1. Namely _____ studied in class _____ Sec _____
 Roll No. _____ in the school
 _____ during the
 academic year _____

And (If applicable)

2. Namely _____ studied in class _____ Sec _____
 Roll No. _____ in the school
 _____ during the
 academic year _____

And (in case 2nd & 3rd are TWINS)

3. Namely _____ studied in class _____ Sec _____
 Roll No. _____ in the school
 _____ during the
 academic year _____

Certified that I am claiming the CEA in respect of my 2 eldest surviving children only, the information furnished above are complete & correct & I have not suppressed any relevant information. In the event of any change in the particulars given above which affect my eligibility for CEA, I undertake to intimate the same promptly and refund excess payment, if any made to me. 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 of Employee

Name _____

Date _____