

DEPARTMENT OF POSTS

APPLICATION FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE OR HOSTEL SUBSIDY FOR THE ACADEMIC YEAR 20 - 20

1.	Name of Employee	
2.	CSI Employee ID	
3.	Designation	
4.	Present Office of Working & Division	
5.	Name of Spouse	
6.	If Spouse is Employed, state whether in Central Govt., PSU, State Govt. (Provide Details)	
7.	Name, Designation, Department & Office Address of the Spouse (Applicable only if Sl. No. 6 is relevant)	

8. Details of the Children for whom CEA/ Hostel Subsidy Claimed:

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

9. Name of School/ Residential School & Class in which Children Studied:

1 st Child	2 nd 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:
(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: **Rs.....**
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 : inand 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-imbursment 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.
20. I have applied CEA/ Hostel Subsidy through SAP vide Request No.

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 DDO with office stamp

SELF DECLARATION BY CENTRAL GOVERNMENT EMPLOYEE

I _____ do hereby certify that, my Son/Daughter namely
_____ studied in Class _____ Section _____ Roll No.
_____ during previous Academic Year **20** - **20** in
_____ School.

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

Signature of Govt Servant

Place:

Date:

Name:

Emp ID:

Design :

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
.....

Place:

Signature Head of the Institution/School

Date:

(with Stamp and seal)

******(Strike it out, if not applicable)