

**Ministry of Communications & Information Technology**  
**Department of Information Technology**  
**National Informatics Centre**

**REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE**

{Ref : OM No. 12011/03/2008 (Allowance) dated 02/09/2008 and dated 11-11-2008 (clarifications)}

**[Imp. Note :** Fill up separate forms for each child and each academic year/claim period. A claim can be submitted only after the lapse of the claim period. Submit **in duplicate** with all related documents.]

**Employee Details**

Name:	Emp. Code:	Designation:
Resid. Address:	Phone/Intercom:	Email:

**Child Details**

Name :	Date of Birth : <input style="width: 100px;" type="text"/>
* Primary Eligibility for CEA/HS (as per birth): <b>Normal</b> <input type="checkbox"/> <b>Multiple-birth</b> <input type="checkbox"/> (tick any one)	
Disabled? (Yes/No): <input type="text"/> [Yes, only if at least 40% disability as certified by a Board and already declared to Admin.]	
If disabled, Type of disability (Temp./Permanent)?: <input type="text"/>	Disabled declared from (mm/yyyy): <input type="text"/>

**Child's Academic Details**

Claim Type (Tick Any One): CEA <input type="checkbox"/> or HS <input type="checkbox"/> [CEA: Children Education Allowance, HS: Hostel Subsidy]		
Academic Year: <b>From</b> (mm/yyyy) <input type="text"/>	<b>To</b> (mm/yyyy) <input type="text"/>	Class: <input type="text"/>
School Name:	School Address:	City /State:

**Claim Details**

Claim Period: <b>From</b> (mm/yyyy): <input type="text"/>	<b>To</b> (mm/yyyy) <input type="text"/>	Total No. of months claimed for: <input type="text"/>
Any intervening months excluded from the claim period:		

Category	No. of Sets/Times Eligible	No of Sets/Times Claimed	Amount Paid (Rs.)
<b>CEA</b>			
Book Sets	1		
Uniform Sets	2		
Shoe Sets	1		
Admission Fee	1		
Tuition Fee	---	---	
<b>\$ Other Eligible Fee</b>	---	---	
<b>Total of CEA</b>			
<b>Hostel Fee</b>			
Boarding & Lodging	---	---	
<b>Total Amount Paid</b>			

1. Certified that the child above, in respect of whom the re-imbusement under Children Education Allowance is being claimed, is wholly dependant upon me and the amount of reimbursement claimed has actually been paid by me (original receipts enclosed).  
*[NOTE: Copy of the School Fee Card & Bank Challans / Paid-up Receipts / Purchase receipts etc. in Original, duly self certified, should be enclosed.]*
2. Certified that my spouse **is / is not** a Central Government Servant and that **she/he** has not claimed / will not claim the reimbursement under the scheme, for the said period, in respect of our children.
3. Certified that during the above period, covered by the claim, the child continued to be on the rolls of the school and attended the school regularly and did not absent himself/herself from the school without proper leave for a period exceeding one month.
4. (In case of Hostel subsidy claims only) Certified that the school/ it's hostel of above child, in respect of which reimbursement of Hostel subsidy is claimed, is located at a different place, far from our residence.
5. In the event of any change in the particulars given above which affects my eligibility for the reimbursement claim made under the scheme, I undertake to intimate back the same promptly and also to refund the excess payments made, if any.

Encl :

(Signature of Govt. Servant)

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**Note: \$ 'Other Eligible Fees'** may include Lab Fee, Special Fee charged for agriculture, electronics, music or any other subject(s); 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 and Games/sports Fee for extra curricular activities during the academic year.

\* **'Primary Eligibility for CEA/HS'** gets determined as per clarification no.(vi) of the OM no: 12011/03/2008-Estt.(Allowance) dated 11-11-2008 of DOPT, where by Children Education Allowance (including Hostel subsidy) is admissible: -

- a) In case of usual single birth cases, only for the first two children – tick **'Normal'** and
- b) Only in case of '2<sup>nd</sup> child-birth' being a multiple birth case, to more than two children – if so, tick **'Multiple-birth'**.

Claim should be **submitted in duplicate** with all related documents in Admin I /II as the case may be.