

**TELECOMMUNICATION ENGINEERING CENTRE
KHURSHID LAL BHAWAN, JANPATH, NEW DELHI 110 001**

**PROFORMA FOR REIMBURSEMENT OF CHILD EDUCATION ALLOWANCE
(REFER DOPT OM NO.1-27012/02/2017-ESTT.(AL) DATED 16/17 JULY 2018)**

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

Name	:	
Designation	:	
Employee Number	:	

Details of all the children of the employee :

S.No.	Sequence	Name	Date of Birth	Age
1.	First Child			
2.	Second Child			
3.	Third Child			

Details of all the children for whom CEA / Hostel Subsidy is claimed :

S.No.	Sequence	Name	Date of Birth	Age
1.	First Child			
2.	Second Child			
3.	Third Child			

Academic Year, Name of School and class in which children studied :

First Child	Second Child

AMOUNT CLAIMED : Rupees _____

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 Educational Allowance in respect of our child / children.
3. 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.
4. In the event of any change in the particulars given above which affect my eligibility for children's educational allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made.
5. Certified that all applicable fee / hostel fee etc. has actually been paid by me.
6. A certificate from the recognized / affiliated school / education institution is attached.
7. The certificate as per para 6 could not be obtained. Self attested copies of Report Card for concerned academic year AND / OR self attested fee receipts / e receipts showing that fee has been paid for the academic year for which claim is made are attached.

Dated :

(Signature)

Name & Designation _____

FOR USE IN ADMINISTRATION WING :

The details of children of the employee are verified from the official record.

ADG (Estt)
TEC NEW DELHI

Annexure

BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL

This is to certify that Master/Baby/Mr./Miss Roll Number..... Admission Number....., son / daughter of Shri/Smt..... 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

**During the year Master/Baby/Mr./Miss..... had resided in the residential complex (Hostel) of the school and paid an amount of Rs..... toward boarding and lodging in the residential complex. The hostel is located >50 kilometers from the residence of the student.

This Institution/School is affiliated recognized by and the affiliation/recognition Number is.....

Dated :

Place :

Signature Head of the Institution/School
(with Stamp and Seal)

** (Strike out if it is not applicable)