



राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम
NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

(An Institute of National Importance, Ministry of Education, Govt. of India)

**PROFORMA FOR REIMBURSEMENT OF CHILDREN EDUCATION
ALLOWANCE/HOSTEL SUBSIDY**

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

1	Claim for financial year:		
2	Name of Employee:		
3	Designation:		
4	Employee Code:		
5	Particulars of Children's for whom CEA/Hostel Subsidy claimed:	Child-I	Child-II
i	Name of the Student		
ii	Date of Birth:		
iii	Class (standard):		
iv	Academic Session:	From..... To.....	From..... To.....
v	Name of School:		
vi	Address of School:		



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6	Nature of Claim:	Education Allowance <input type="checkbox"/>	Education Allowance <input type="checkbox"/>
	<i>i. Tick whichever is applicable</i>	Hostel Subsidy <input type="checkbox"/>	Hostel Subsidy <input type="checkbox"/>
	<i>ii. For disable child, Proof of Percentage of disability should be enclosed</i>	Disabled Child <input type="checkbox"/>	Disabled Child <input type="checkbox"/>
7	Amount Claimed for reimbursement:	Rs.....	Rs.....
8	Whether Certificate from School mentioning the Education Allowance/ Hostel Subsidy is enclosed	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
9	Whether Spouse is government servant:		
	<i>i. If yes, name of Department where S/he is employed;</i>		
	<i>ii. Whether S/he is claiming the CEA from Department concerned;</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

Certified that:

- My Child/Children mentioned above in respect of which reimbursement of education expenses is claimed is/are wholly depended upon me.
- Certified that reimbursement of Children Education Allowance has not been claimed in respect of the child/children by any person from any other organisation/departments other than me.
- Certified that reimbursement of Children Education expenses is claimed for my eldest two surviving children only
- 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 by the Central / State Government.

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.

Date:.....

Signature of the Employee

Place:.....

Name:



CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL

Certified that studentS/o / D/o
Shri/Smt. studying in the Class -
(.....)

Name of the School:

Address:During Academic Year:

1. Date of Birth as per the record :
2. Date of Admission in the School :
3. Date of Admission in the Class :
4. Whether the child is in receipt of Scholarship from the Government / Private establishment, if so mention the Amount received:
5. The School is recognised / not recognised by Central / State Government:
.....
.....

Date:

(Signature of Head Master / Principal)

With seal

Pass an amount of

Rs.....(.....)

on account of Children Education Allowance for FY..... to
Dr./Mr/Mrs.....

Dealing Assistant

Accountant

Registrar