



NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

NITS/F&A/FORM 1

RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

[Ref. OM No. 12011/03/2008 (Allowance) Dated 02/09/2009]

1. Certified that the children/child mentioned below in respect of whom re-imbusement of Children Education Allowance claimed is wholly dependent upon me:

S.N	Name of the Child & Date of Birth	School in which Studying	Class in which studying & Academic Year (A/Y)	Total Edu. Allowance Paid (₹)	Total Amount of Reimbursement Claimed (₹)
(1)	(2)	(3)	(4)	(5)	(6)
1					
	# Admission Fees & Monthly Fees for the months of _____,				
	Purchase of Books (one set/per child/per A/Y)				
	Purchase of Note Books (one set /per child /per A/Y)				
	Purchase of Uniforms (Two sets/per child/per A/Y)				
	Purchase of School Shoes (one set/per child/per A/Y)				
	TOTAL				
2					
	# Admission Fees & Monthly Fees for the months of _____,				
	Purchase of Books (one set/per child/per A/Y)				
	Purchase of Note Books (one set /per child /per A/Y)				
	Purchase of Uniforms (Two sets/per child/per A/Y)				
	Purchase of School Shoes (one set/per child/per A/Y)				
	TOTAL				

2. Certified that the Educational Allowance indicated against the child/children has/have actually been paid by me (*School Fees Card/Challans/paid up Receipts/Purchase receipts in original are to be enclosed*).

3. Certified that:-

- (i) my spouse is not a Central Government Servant.
- (ii) my spouse is a Central Government Servant and that she/he has not claimed/will not claim Children's Educational Allowance in respect of our child/children.

4. 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.

5. 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.

6. The claim of Tuition Fees reimbursement has been made for my two eldest children.

NOTE: # Tuition fees means monthly Tuition Fee, Admission Fee, Lab. fee, special fee charged for agriculture, electronics, music or any other subject, Fee charged for practical work under the programme of work experience, fee paid for the use of any aid of appliance by the child, library fee, games/sports fee and fee for extra-curricular activities.

Enclosures:

Place: _____

Date: _____

Signature of Government Servant

Bill Checking Clerk

Accountant

Registrar

CERTIFICATE FROM THE HEAD OF THE INSTITUTE / SCHOOL

Certified that student

S/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:
.....

**(Signature of Head Master / Principal)
With seal**

Station :

Dated :