

CLW/CHITTARANJAN

ANNEXURE-A

Format for Re-imbursement of Children Education Allowance/Hostel Subsidy in terms of
RBE No:- 114/2018 dt. 13-08-2018 & CLW CPO SL No: – 98/2018 dt. 03-09-2018.

SL.No.	EMPLOYEE'S DETAILS	
1	Name of the employee in full(Block letter)	
2	Designation/level in the Pay Matrix	
3	Department/Office and B.U.No.	
4	Employees No	
DETAILS OF THE CHILDREN FOR WHOM CEA/HOSTEL SUBSIDY IS CLAIMED		
5	Name of the child and relation of the employee	
6	Date of birth of the child	
7	Whether 1 st child Or 2 nd child	
8	Standard/Class	
9	Name of the Institution	
10	Details of Affiliation/Recognition of the Institution	
11	Academic Session(with Month)	
DETAILS OF THE CLAIM PREFERRED		
12	Amount of Re-imbursement claimed for CEA, subject to limit fixed	
13	Amount of reimbursement claimed for Hostel subsidy, subject to the amount of expenditure mentioned in Annexure-B or the ceiling of Rs 6750/- per month which ever is lower.	
Declaration	I do hereby, declare that My wife/husband is not claiming separately the above allowances for the above mentioned child/children. In the event of any change in the particulars given above which will affect my eligibility for reimbursement of children education allowance, I undertake to intimate the same promptly and will refund the excess amount, if any. In case of claiming reimbursement for more than first 02(Two) elder children or any excess amount, I do hereby declare that I may be taken up under D & A rules(on the above issues).	

Enclosures:-

Yours faithfully

Date:-

(Signature of the employee)
Name _____
Designation _____
T/NO. _____ B.U. No _____
Control No _____
Date of Appointment _____
Contact No. _____
Station _____

ANNEXURE-'B'

BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL

To whom it may concern

This is to certify that (Name of the Student) _____, is
Son/Daughter of (Parent's name) Sri/Smt. _____ was a bonafide student of
(Name of the School/Institution) _____ (Affiliation/Recognition
Number & to the Board) _____ & Valid upto _____.

He/She studied in Class _____ in this School/Institution during the academic
session (with month) _____. As per School Records his/her date of birth
is _____ in words _____.

* This is also certify that an amount of Rs. _____
(in words) _____ was incurred by his/her
parent (name) _____ towards **lodging and boarding** in favour of the
student (name) _____ in the fully residential complex of the
School/Institution.

* (Strike out if not applicable)

Dated:

Place:

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