

To
The Chief Personnel Officer/ Dy.Chief Personnel Officer (W)
Chittaranjan Locomotive Works / Chittaranjan.

Respected Sir,

Sub: Grant of Children Education Allowance and Reimbursement of
Tuition Fees.

Ref: RBE No. 135/2008 circulated vide CPO's Sl. No. 71/2008
JPO's no. GMA/Ruling/71 (1) dated 22/06/2013.

.....
With due respect, I beg to state that my son / daughter _____
is reading in class _____ (for which class reimbursement claiming) in _____
(Address of School). The school is affiliated / recognised by _____ (Board of
Education). Certificate issued by head of institution in the regard is enclosed. He / She is my 1st / 2nd /
3rd / 4th child, for whom the claim for the academic year _____, I have paid the following fees /
incurred expenses against education of my child for the period from _____ to
_____. The details are given below:-

| Sl. no | Nature of Fees / Expenses | Amount Claimed in | Amount sanctioned in | Reason for disallowance. |
|--------|--|-------------------|----------------------|--------------------------|
| 1 | Tuition fees | | | |
| 2 | Admission fee | | | |
| 3 | Laboratory fee | | | |
| 4 | Examination Fees | | | |
| 5 | Special fee charged for Agriculture/ Electronics/ Music or any other Subject. | | | |
| 6 | Fee charged for practical work under the programme of work experience. | | | |
| 7 | Fee paid for the use of any aid or appliance by the child. | | | |
| 8 | Library fee | | | |
| 9 | Games / Sports fee and fee for extracurricular activities. | | | |
| 10 | Cost of one (01) set of text books and Note books (copy). | | | |
| 11 | Cost of Two (02) sets of Uniforms | | | |
| 12 | Cost of one (01) set of School Shoes. | | | |
| | TOTAL | | | |

(Rupees _____).

Total amount of children education allowances received for the academic
Session _____ is _____ (copy of pay slip enclosed). It is requested to kindly
reimburse the aforesaid fees paid / expenses incurred by me. I am enclosing the original receipts /
vouchers of the same for your ready reference and perusal please. 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).

With regards,

Dated:

Mobile No.:

Enclosures:

Yours faithfully,

(Signature of the employee)

Name: _____

Designation: _____ T/No. _____

Control No. _____ B.U.No. _____

School Certificate Form

This is certify thatson/daughter of
Sri/Smt.....date of birth is a bonafide
student of class..... Year.....of this school during the session from.....to
.....and is still continuing the course of his/her studies. **This School/Institution/College
is fully residential.**

This School is recognized/ affiliated by and
recognition/Affiliation number

| |
|---------------------------|
| Seal of the School |
|---------------------------|

Signature of Headmaster/Headmistress/Principal

Of the Institution.

School Certificate Form

This is certify thatson/daughter of
Sri/Smt.....date of birth is a bonafide
student of class..... Year.....of this school during the session from.....to
.....and is still continuing the course of his/her studies. **This School/Institution/College
is fully residential.**

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| |
|---------------------------|
| Seal of the School |
|---------------------------|

Signature of Headmaster/Headmistress/Principal

Of the Institution.

CLW/Chittaranjan

DECLARATION

I, the undersigned, do hereby declare that I have _____(Number of) Children i.e. _____
Son (s) and _____daughter (s).

I, further declare that Master / Miss _____ a
student of class _____, is my 1st/ 2nd/ 3rd/ 4th _____child, for whom I have claimed /
I am claiming re-imburement of Children Education Allowance / Hostel Subsidy for the
academic Year _____, and undertake that the reimbursement of CEA has not been claimed
in respect of the child by any person other than me.

The amount claimed against different heads in Children Education Allowance / Hostel
Subsidy application are correct to the best of my knowledge and subsequently found
incorrect , **I may be taken up under D & A Rules.**

Dated:

(Signature of Rly. employee)

Name: _____

Designation: _____

T/No: _____ Control No: _____

B.U.No.: _____ Office _____

Date of Appointment _____