

	<u>ISO 9001 : 2015 DOCUMENT</u>		Doc. No.: IIVR/IS15/09
	ICAR – Indian Institute of Vegetable Research, Varanasi		Dated: 12/03/18
	Revision No.:0.0	Issue No.: 1.0	Page No: 1 of 2

REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE – Pre 7 CPC

{Ref: OM No.12011/03/2008 (Allowance) dated 02/09/2009}

Name of the Govt. Servant:

Post/Designation :

Division/Section/Unit :

I, Sh./Dr./Ms.....do hereby certify that :

1. The children/child mentioned below in respect of whom re-imburement of Children Education Allowance is claimed is wholly dependent upon me:

Name of the Child & Date of Birth	School in which studying	Class in which studying & A/Y	Total Education allowance paid	Total Amount of reimbursement claimed
(1)	(2)	(3)	(4)	(5)
1)				
# Tuition fees – for the whole Year 20 – 12 /I/II/III/IV- Term/				Rs.
Purchase of books (one Set/Per child/Per A/Y)				Rs.
Purchase of Note books (one Set/Per child/Per A/Y)				Rs.
Purchase of Uniforms (Two sets/Per child/Per A/Y)				Rs.
Purchase of School Shoes (one Set/Per child/Per A/Y)				Rs.
Total to be filled in column 4 above				Rs.
2)				
# Tuition fees – for the whole Year 20 – 12 /I/II/III/IV- Term/				Rs.
Purchase of books (one Set/Per child/Per A/Y)				Rs.
Purchase of Note books (one Set/Per child/Per A/Y)				Rs.
Purchase of Uniforms (Two sets/Per child/Per A/Y)				Rs.
Purchase of School Shoes (one Set/Per child/Per A/Y)				Rs.
Total to be filled in column 4 above				Rs.

2. The Education Allowance indicated against the child /Children has actually been paid by me (Receipts enclosed)

(Note: Copy of School fee card & Bank Challans /Paid up Receipts/Purchase receipts in original are to be enclosed)

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3. Certified that :

- a. My spouse is not a Central Government servant.
 - b. My spouse is a Central Government 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. Certified that the claim made by me, is for two eldest surviving children only and I have never claimed earlier for the standard /class in request of the children for which I am claiming now.
 6. Certified that the children for whom re-imburement has been claimed are less than 20 years of age (22 years in case of physically/ mentally disabled child).
 7. 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.
 8. Certified that the information furnished above are true & correct. In case of any false/ fabricated information, I shall be wholly and solely responsible for the same and shall be liable for necessary action under CCS (CCA) Rules, 1965.

Note: # Tuition Fee Means 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 or appliance by the child, library fee, games/sports fee and fee for extracurricular activities.

Encl:

Dated:

(Signature of the Govt. Servant)

Place:

Name:

Forwarded by concerned Head/ in-charge

(Name, Designation & Dated Signature)

To,

The Senior Admin. Officer

ICAR – IIVR, Varanasi.