

REIMBURSEMENT OF TUITION FEE

Application form of reimbursement under 'Children Education Assistance Allowance Scheme' in accordance with Ministry of Finance's O.M. No. 7 (1) E. H. (A)/64 dated 3rd June, 1964 as amended by Department of Personnel and Administrative Reforms' O.M. No. 18013/1/90 Estt. (Allowances) dated 31st December 1987 and Ministry of Personnel, Public Grievances and Pensions' O.M. No. 12011/03/2008-Estt. (Allowances) dated 2nd September 2008.

1. Name & Designation of Govt. Employee..

2. Date of last claim.....

3. Period for which reimbursement was claimed..

4. Period to which present claim pertain.

Details of Present claim

S.No.	Details	Particulars of 1 st child	Particulars of 2 nd child
(i)	Name of the Child/Children		
(ii)	School in which studying and location of the school		
(iii)	Class in which studying		
(iv)	Reimbursement for monthly amount of tuition fee/special fee/fee for practical work/fee paid for aid or appliance/library fee/games fee/sports fee/fee for extra-curricular activities etc. (Receipts to be attached)		
(v)	Reimbursement for purchase of textbooks & notebooks/uniforms/shoes (Receipts to be attached)		
(vi)	Amount of scholarship received from other sources (A.B.Merit Scholarships specially earmarked for items other than details mentioned in 4 (iv) & (v) above.)		
Total			

Certificate

1. Certified that my child/ children mentioned at Para 4 on pre-page in respect of whom reimbursement claimed is /are studying in the schools as mentioned at Para 4(ii) and the reimbursement claimed as per Para 4(iv) & (v) on pre-page have actually been paid by me.
2. (i) My wife/husband is not a Government Servant.
 (ii) My wife/husband is in Govt. Service and no reimbursement would be claimed by her/him.
 (iii) My wife/husband is employed with _____
 _____ She/he is not entitled to reimbursement mentioned at Para 4 on pre-page.
3. Certified that I have not claimed and will not claim Hostel subsidy as per Ministry of Personnel, Public grievances and Pensions O M No.12011/03/2008-Estt. (Allowance) Dated 2nd September 2008 in respect of Children mentioned at Para 4 on pre-page.

Dated		signature		
		Name & designation of Govt. servant		
Verified by: -				
(Drawing & Disbursing Officer) With seal				