

INSTITUTE OF HOME ECONOMICS
(UNIVERSITY OF DELHI)

PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE/HOSTEL
SUBSIDY CLAIM FOR THE FINANCIAL YEAR:- 2023-24

I hereby apply for the reimbursement of Children Education Allowance for my child/children and relevant particulars are furnished below:-

1.	Name of the Employee	:	
2.	Designation	:	
3	Office	:	
4	Name of Spouse	:	
5	If spouse is employed, state whether in Central Govt., PSU, State Govt. (Given details)	:	
6	Designation, Office of Spouse	:	

7. Details of all the children of the employee as per Declaration:

Sr. No.	Sequence	Name	DOB	Age
1.	1st Child			
2.	2nd Child			
3.	3rd Child			

Sr. No.	Sequence	Name	DOB	Age
1				
2				

8. Details of all children for whom CEA/Hostel subsidy Claimed:

9. Academic year, Name of School/Residential School and Class in which children studied:

1st Child	2nd Child

10. Distance of Hostel of child from residence of employee (in case Hostel Subsidy is claimed)

11. Amount of CEA/Hostel Subsidy already received up to previous quarter:

12. The Academic year for which CEA/Hostel Subsidy is applied 2023-24.

13. (a) Whether the child for whom the CEA is applied for is a disabled child: YES/NO

(b) If yes, indicate the nature of disability:

(c) Date of Disability Certificate.

(d) Indicate of percentage of disability:

(2)

14. Whether the Bonafide certificate from Head of Institution has been attached: Yes/No.
15. For Hostel Subsidy, the Bonafide certificate mentioning the amount is attached: Yes/No
16. If Yes as Item No. 15, Amount claimed for Hostel Subsidy:.....
17. (a) Certified that the fee/amount indicate above had actually been paid by me.
(b) Certified that my wife/husband is/is not a Central Government Servant.
(c) Certified that my husband/wife Sh./Smt:.....is presently working as: in and that he/she shall not apply/has not applied for the Children Education Allowance for the child mentioned above.
(d) Certified that I or my wife/husband has not claimed this re-imburement from any other source and will not claim the same in future.
18. Certified that my child in respect of whom reimbursement of Children Education Allowance is applied is studying in the School/Jr. College which is recognized and affiliated to Board of Education/University.
19. The information furnished above are complete and correct and I have not suppressed any relevant information. In the event of any change in the particulars given above which affect my eligibility for reimbursement of Children Education Allowance, I undertake to intimate the same promptly and also to refund excess payment if any made. Further, I am aware that if at any stage the information/documents furnished above is found to be false, I am liable for disciplinary action.

Signature:

Name:

Designation:

Department:

Date:

The family composition of the claimant has been verified from the official records and found correct.

D. Asstt.

S.O.(Admin)

A.O

For use of Accounts Section:

Sr. No.	Name of Staff	Designation	Name of Children	CEA Amount	Hostel subsidy Amount if any	Total

D. Asstt.

S.O. (Accounts)

A.O.

Director

BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL

This is to certify that Master/Baby/Mr./MissRoll
no..... Admission No Son/Daughter of Sh./Smt
..... is a bonafide students of this school and studied
in Class.....during the financial year and as per
School records his/her date of birth isin words
.....

This is to also certify that the above named child had studied in this school in the
previous academic year

He/She bears a good moral character.

This Institution/School is affiliated recognized by
..... and the affiliation/recognition Number is
.....

Dated:

Place:

**Signature Head of the
Institution/School
(with Stamp and seal)**