

**PROFORMA FOR RE-IMBUESMENT OF  
CHILDREN EDUCATION ALLOWANCE**

**CLAIM FOR THE ACADEMIC YEAR: .....**

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

1.	Name & Rank of the Govt Servant	:	
2.	Personal No.	:	
3.	Designation	:	
4.	Name of the Unit	:	
5.	If Spouse is employed, state whether in Central Govt., PSU, State Govt. (give details with name of the Spouse)	:	
6.	Designation, Office & B.U. No.of spouse, if spouse is employed in Railway	:	
7.	<b>Details of the child / children for whom CEA / Hostel Subsidy claimed:-</b>		
	Sequence	Name of child	DOB
			Standard (A.Y. )
	1 <sup>st</sup> Child		
	2 <sup>nd</sup> Child		
			Name & Place of the School / Institution

8. Re-imbusement of Expenditure:-

Sequence	Period	Rate of CEA (Rs)	Amount claimed	Remarks
1 <sup>st</sup> Child		@ 2250/- pm	27,000	Fixed amount
2 <sup>nd</sup> child		@ 2250/- PM		Fixed amount.

<b>Total amount claimed Rs</b>	
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## **SELF DECLARATION**

I D No. \_\_\_\_\_ **Designation :** \_\_\_\_\_ Name \_\_\_\_\_  
of Unit **NHHM** do \_\_\_\_\_ hereby certify that my Son /Daughter  
namely \_\_\_\_\_ Studied in Class \_\_\_\_\_ Sec \_\_\_\_\_  
Roll No. \_\_\_\_\_ during Previous Academic Year **20** - **20** in  
\_\_\_\_\_ School.

In the event of any change in the particulars given above which affect my eligibility for Children Education Allowance. I undertake to intimate the same promptly and refund excess payment, if any made to me.

### **Signature of Govt Servant**

Name: \_\_\_\_\_  
Designation \_\_\_\_\_  
P.No. \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_



**Authority vide Government of India Ministry of Personal P.G and Department of Personal & Training New Delhi Order No. A-27102/02/2017-Estt. (AL) 16 August 2017**  
(This order shall be effective from 01 Jul 2017)

**CERTIFICATE FROM THE HEAD OF INSTITUTION / SCHOOL**  
(FOR REIMBURSMENT CEA)

Ref No.....

Date:.....

It is certified that Master/ Kumari \_\_\_\_\_ having Admission  
No \_\_\_\_\_ D.O.B \_\_\_\_\_ Son / Daughter of Mr /Mrs. \_\_\_\_\_  
was studying in Class \_\_\_\_\_ Sec \_\_\_\_\_ Roll No. \_\_\_\_\_ during the Previous  
Academic Year from \_\_\_\_\_ to \_\_\_\_\_ School / Institution, namely  
\_\_\_\_\_ vide affiliation Regd No. /  
Code \_\_\_\_\_ and pattern \_\_\_\_\_ Curriculum.

Place: \_\_\_\_\_

Date:- \_\_\_\_\_

Signature of principal  
(Affix School Stamp)