

## Proforma for Re-Imburement of Children Education Allowance / Hostel Subsidy

### Claim for the financial year :

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	Employee no. :	
3	Designation :	
4	Department :	
5	Name of Spouse :	
6	If spouse is employed, State whether in Central Govt., PSU, State Govt. (give details) :	
7	Designation, Office & Emp. No. of spouse , if spouse is employed in BMHRC :	

### 8. Details of all the children of the employee:

S,No	Sequence	Name	Date of Birth	Age
1	1 <sup>st</sup> Child			
2	2 <sup>nd</sup> Child			
3	3 <sup>rd</sup> Child			

### 9. Details of all the children for whom CEA/ Hostel Subsidy claimed:

S,No	Sequence	Name	Date of Birth / AGE	Studied in Class
1	1 <sup>st</sup> Child			
2	2 <sup>nd</sup> Child			

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

1 <sup>st</sup> Child	2 <sup>nd</sup> Child

11. Distance of Hostel of child from residence of employee ( In case Hostel Subsidy is claimed): \_\_\_\_\_

12. The Academic year for which CEA /Hostel Subsidy is applied now: \_\_\_\_\_

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 the percentage of disability:
14. Whether the Bonafide certificate from Head of Institution /Self Attested fees Receipt / Copy Of Mark sheet duly self attested has been attached : **Yes/No.**
15. For Hostel Subsidy, the Bonafide certificate from mentioning the amount is attached: Yes/No
16. If Yes at Item No. 16, Amount claimed for Hostel Subsidy: Rs.
- 17.
- Certified that my wife/husband is/is not a Central Government Servant.
  - Certified that my husband/wife Sri /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.
  - Certified that I or my wife/husband has not claimed this re-imbusement 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 payments 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 : \_\_\_\_\_

**For Office Use Only :**

S.no	Name of Staff	Empl no.	CEA Amount	Hostel Subsidy if any	Total

Sign Bill Clerk

Sign of Compiling Officer