GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, DWARKA, NEW DELHI-110078

APPLICATION FOR REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

I, ... hereby apply for the reimbursement of Children Education Allowance for my child and relevant particulars are furnished below.

1.	(a) Name of the employee	
	(b) Name of the Child (in BLOCK letters)	
	(c) Date of Birth	
2.	(a)Name and address of the School in which studying	
	(b) Class in which studying	
3.	Details of Children Education Allowance (CEA) Claimed already in earlier quarters:	

Quarter of Year	Academic Year	Amount Claimed

4. The quarter of year and Academic year for which the Children Education Allowance is applied now:

Quarter of Year	Academic Year

5. (a) Whether the child for whom Children Education Allowance applied is disabled child? Yes/No
   (b) If yes, indicate the nature of disability:
   (c) Indicate the percentage of disability:
   (d) Date of disability certificate:

6 (a) Details of expenses incurred towards school fee/ for purchase of text books & note books, uniform, Shoes etc. for which reimbursement of Children Education Allowance is being claiming now :

S.No.	Description of Fee Paid	Receipt No.	Amount
1.	**Tuition Fees**		
2.	**Admission Fees**		
3.	**Special fee charged for Agriculture Electronics, music or any other Subject**		
4.	**Fee charged for practical work under The programme of work experience**		
5.	**Fee paid for the use of any aid or Appliance by the Child**		
6.	**Games/ Sports fee**		
7.	**Laboratory Fee**		
8.	**Library Fee**		
9.	**Fee for extra Curricular activities**		
10.	**Expenses incurred for One set of text book and Note books**		
11.	**Expenses incurred for One/Two set of Uniform**		
12.	**Expenses incurred for One set of School Shoes**		
	Total		

Contd. .. P-2

(b) Total Amount of Children Education Allowance Claimed: _____

7. Details of Cash receipt No/Counterfoil of Bank receipt/Credit voucher No. **(enclose in Original)** :

_____

8. (i) Certified that the fee/amount indicated above had actually been paid by me.
(ii) Certified that My wife/husband is/is not a Central Government Servant.
(iii) Certified that my husband/wife Shri/Smt. _____is presently working in _____ and that he/she will not apply/has not applied for the Children Education Allowance for the child mentioned above.

9. Certified that I or my wife/husband has not claimed and will not claim the Hostel Subsidy in respect of the child mentioned above.

10. Certified that my child in respect of whom reimbursement of Children Education Allowance applied is studying in the school/junior college which is recognized and affiliated to Board of Education/University.

11. The particulars /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.

12. Details of documents enclosed:

Signature of Employee:

Name:

Designation:

Department :

Date :