

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			

Gross total- (Rs.....)

In words

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