



अखिल भारतीय आयुर्विज्ञान संस्थान  
ALL INDIA INSTITUTE OF MEDICAL SCIENCES

साकेत नगर भोपाल (मध्य प्रदेश) - 462020

Saket Nagar, Bhopal (M.P.) - 462020

**PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE/HOSTEL  
SUBSIDY**

Ref: A-27012/02/2017-Estt.(AL) Dated: 17<sup>th</sup> July, 2018

**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.	P.F. No.	:	
3.	Designation	:	
4.	Office & Department	:	
5.	Name of Spouse	:	
6.	If spouse is employed, State whether in Central Govt., PSU, State Govt. (give details)	:	

7. Details of all the children of the employee:

Sl. No.	Sequence	Name	DOB	Age
1.	1 <sup>st</sup> Child			
2.	2 <sup>nd</sup> Child			
3.	3 <sup>rd</sup> Child			

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

Sl. No.	Sequence	Name	DOB	Age
1.				
2.				

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

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

- Distance of Hostel of child from residence of employee (in case Hostel Subsidy is claimed):.....
- Amount of CEA/Hostel Subsidy already received up to previous quarter: .....
- The Academic year for which CEA /Hostel Subsidy is applied now: .....
- (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: .....
- Whether the Bonafide certificate from Head of Institution has been attached : Yes/No.
- 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:.....
17. (i) Certified that the fee/amount indicate 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 as : ..... in .....and that he/she shall not apply/has not applied for the Children Education Allowance for the child mentioned above.  
(iv) Certified that I or my wife/husband has not claimed this re-imbursement 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:.....

Date:.....

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**For Admin. Office Use Only**

The family composition of the claimant has been verified from the official records such as Pass Declaration/Register etc and found correct.

Date:

**Administrative Officer,  
AIIMS, Bhopal**

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**FOR OFFICE USE ONLY**

Amount in figures ..... and Amount in Words ..... for admitted & passed by Children Education Allowance.

Office Clerk

**DDO,  
AIIMS, Bhopal**

**BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL**

This is to certify that Master/Baby/Mr./Miss ..... Roll no.....  
Admission No..... son of Shri/Smt..... is a bonafide student of this school  
and studied in Class..... during the financial year ..... and as per School records  
his/her date of birth is in 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.

\*\* During the year Master/Baby/Mr./Miss..... had resided in the  
residential complex (Hostel) of the school and paid an amount of Rs..... toward  
boarding and lodging in the residential complex.

**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)

\*\* (Strike out it is not applicable)

Remark: In order to claim reimbursement of CEA, the Government servant should produce a certificate issued by the Head of certificate should confirm that the child studied in the school during the previous academic year. In case such certificate cannot be obtained, self – attested copy of the report card or self-attested fee receipt(s) [including e-receipt(s)] confirming/indicating that the fee deposited for the entire academic year can be produced as a supporting document to claim CEA.