

FORM – 2

REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

{Ref :OM No. 12011/03/2008 (Allowance) Dated 02/09/2009}

1. I, _____ (Name of the Employee) Certify that the children/child mentioned below in respect of whom re-imbursment of Children Education Allowance is claimed are/is wholly dependent on me:-

Name of the Child & Date of Birth	Name Of School	Class & Academic Year (A/Y)	Total Education fees#/expenses paid	Total Amount of reimbursement claimed
(1)	(2)	(3)	(4)	(5)
1)				
#Tuition fees – for the Whole Year / I/II/III/IV- Term				Rs.
Purchase of books (one Set/per child /per A/Y)				Rs.
Purchase of Note books (one Set/per child /per A/Y)				Rs.
Purchase of Uniforms (Two Sets/per child /per A/Y)				Rs.
Purchase of school shoes (one Set/per child /per A/Y)				Rs.
Total to be filled in column 4 above				Rs.
2)				
#Tuition fees – for the Whole Year / I/II/III/IV- Term				Rs.
Purchase of books (one Set/per child /per A/Y)				Rs.
Purchase of Note books (one Set/per child /per A/Y)				Rs.
Purchase of Uniforms (Two Sets/per child /per A/Y)				Rs.
Purchase of school shoes (one Set/per child /per A/Y)				Rs.
Total to be filled in column 4 above				Rs.

2. Certified that the Education fees/expenses indicated against the Child/Children has actually been paid by me (Receipts enclosed) **(Note: -Copy of School fee card & Bank challans/Paid up Receipts/ purchase receipts in original are to be enclosed)**
3. Certified that:-
- i. my spouse is not a Central Government servant
 - ii. my spouse is a Central Govt. servant and that she/he has not claimed /will not claim children's educational allowance in respect of our child/children.

4. Certified that during the period covered by the claim the child attended the school regularly and did not absent himself/herself from the school without proper leave for a period exceeding one month.

5. In the event of any change in the particulars given above which affect my eligibility for children's educational allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made.

Note : # Tuition Fee Means Tuition fee, Admission fee, lab fee, special fee charged for agriculture, electronics, music or any other subject, Fee charged for practical work under the Programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee for extra curricular activities.

PLACE.....
Date:.....

(Signature of the Employee)
Name-