



**FORM 7**

**APPLICATION FOR REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE**

Application for claiming reimbursement of Children Education Allowance (CEA) in respect of Children of the Institute Regular Employees, vide IISER Kolkata Office Order No.IISER-K/REG/2011-12/387, dt.13.09.2011 and Govt. of India, Ministry of Personnel Grievance and Pensions (Department of Personnel & Training) O.M.No.12011/01/2011-Estt.,(Allowance) dated 4<sup>th</sup> May, 2011, adopted at the Institute.

1. i) Name of the Employee : .....
- ii) Designation & Department : .....
- iii) Date of Joining : .....
2. i) Name of the Child (in BLOCK letters) : .....
- ii) Date of Birth : .....
3. i) Name and address of the School : .....
- In which studying : .....
- ii) Class in which studying : .....
4. Details of Children Education Allowance (CEA) claimed already in earlier quarters:

Quarter of Year	Academic Year	Amount Claimed
April to June		
July to September		
October to December		
January to March		

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

Quarter of Year	Academic Year
April to June	
July to September	
October to December	
January to March	

\*\* (Can be claimed once in every quarter. 50% can be claimed in First and/or second quarter & remaining amount in third and/or fourth quarter)

6. Whether the child for whom Children Education Allowance applied is disabled child? : Yes / No
- i) If yes, indicate the nature of disability : .....
- ii) Indicate the percentage of disability : .....
- iii) Date of disability certificate : .....

7. i) Details of expenses incurred towards school fee/ for purchase of text books & note book, uniforms & sheets and for which reimbursement of Children Education Allowance now:

S.N.	Description of Fee Paid	Receipt No.	Amount (₹)
1	Tuition Fees		
2	Admissions Fees		
3	Laboratory fee		
4	Vidyalaya Vikas Nidhi charged by Kendriya Vidyalayas		
5	Special fee charged for agriculture, electronics, music or any other subject		
6	Fee charged for practical work under the programme of work experience		
7	Fee paid for the use of any aid or appliance by the child		
8	Library fee		
9	Games/ Sports fee		
10	Fee for extracurricular activities		
11	Examination fee		
12	Expenses incurred for purchase of one set of text book and notebooks		
13	Expenses incurred for Two sets of uniforms prescribed by the school irrespective of the colours/ winter/ summer/ PT uniform		
14	Expenses incurred for One set of school shoes (one pair of shoes)		
<b>TOTAL</b>			

ii) Total Amount of Children Education Allowance claimed: ₹ .....

**Note:** \* "Fee" means fees paid directly to the school by the parents/ guardians for the items mentioned above. (No contingencies/stationery expenses are admissible)  
 \*\* All original self certified Receipts (Cash Receipt/ Counterfoil of Bank Challan/ Credit Voucher No.) should be attached.

I hereby certify that -

- i) the fee/ amount indicated above had actually been paid by me.
- ii) my wife / husband is / is not a Central Government Employee.
- iii) my wife/ husband is a Govt. Employee and he/ she will not claim Children Education Allowance.
- iv) my wife/ husband is employed with ..... and she/he is/ is not entitled to Children Education Allowance in respect of our child.
- v) I or my wife/ husband has not claimed and will not claim the Hostel Subsidy in respect of the child mentioned above.
- vi) 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.

*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.*

**Date:** .....

**Signature of Employee:** .....

**Employee Code :** .....

**For Office Use Only**

Amount passed for payment of ₹ ..... (Rupees ..... )

**Dealing Assistant/Accountant**