



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE/HOSTEL SUBSIDY

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

1. Designation Name..... Employee ID..... Name of School/Dept..... request that I may be reimbursed Children Education Allowance/Hostel Subsidy. The detail of my child/children for whom CEA/Hostel Subsidy claimed is mentioned below.

Name of Child & Date of Birth	School in which studying	Class in Which Studying	Total Education Allowance paid	Total amt of reimbursement claimed
(i)	(ii)	(iii)	(iv)	(v)
(1)				
#Admission/Tuition fees – for the Whole FY 20 - / I/II/III/IV- Term/				Rs
Purchase of books. (one Set/per child /per F/Y)				Rs
Purchase of Note books (one Set/per child /per F/Y)				Rs
Purchase of Uniforms (Two Sets/per child /per F/Y)				Rs
Purchase of school shoes (one Set/per child /per F/Y)				Rs
Total to be filled in column 4 above				Rs
(2)				
#Admission/Tuition fees – for the Whole FY 20 - / I/II/III/IV- Term/				Rs
Purchase of books. (one Set/per child /per F/Y)				Rs
Purchase of Note books (one Set/per child /per F/Y)				Rs
Purchase of Uniforms (Two Sets/per child /per F/Y)				Rs
Purchase of school shoes (one Set/per child /per F/Y)				Rs
Total to be filled in column 4 above				Rs

2. Certified that the Education Allowance 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 case Hostel Subsidy is claimed than the distance of Hostel of child from residence of employee.

6. Amount of CEA/Hostel Subsidy already received up to previous quarter, if claimed. Rs. _____

सेक्टर-29, गांधीनगर-382030, फोन नं - 079-23977414, फेक्स-079-23260076

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7. Whether the child for whom the CEA is applied for is a disabled child: YES/NO
(a) If yes, indicate the nature of disability:
(b) Date of disability certificate.
(c) Indicate the percentage of disability:
8. Whether the Bonafide certificate from Head of Institution has been attached for Hostel Subsidy (mentioning the amount): Yes/No.
(a) If Yes at Item No. 8, Amount claimed for Hostel Subsidy.....
9. **Declaration:** I hereby 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/Hostel Subsidy, 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.

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: Gandhinagar

Date:

(Signature of the Govt. servant)

Remarks by Admn Department (HR)

Certified that the children / child mentioned above in respect of whom reimbursement of Children Education Allowance/Hostel Subsidy claimed is wholly dependent upon _____ (Name of the employee) and his/her spouse is not a Central Government employee.

Date:

Signature of Authorised Signatory (HR)

Remarks by Finance & Accounts Dept

- | | |
|---|----------|
| 1. The net entitlement for CEA/Hostel Subsidy works out | Rs _____ |
| 2. Less Amount already reimbursed | Rs _____ |
| 3. Net Amount to be paid (1-2) | Rs _____ |

Expenditure is debit able to _____ Major head & Sub head _____

Dealing Assistant

SO (F&A)/DDO

AFO/DFO/Finance Officer