

Documents attached:

A. In case of claims submitted for Children Education allowance:

1. Certificate issued by the Head of the Institution/School confirming that the child studied in the school for the period /year for which claim has been submitted.
2. Self-attested copy of report card.
3. Self-attested fee receipt(s) (Including e-receipts) confirming the fee deposited for the entire academic year
4. Disability Certificate(s) attached (In case of Divyang Children)

A. In case of claims submitted for Hostel Subsidy:

1. Certificate issued by the Head of the Institution/School confirming that the child studied in the school for the period /year for which claim has been submitted & mentioning the amount of expenditure towards lodging and boarding in the residential complex of the institution.
2. Self-attested copy of report card & fee receipt(s) (Including e-receipts) indicating amount of expenditure towards lodging and boarding in the residential complex of the institution.

Self Declaration:

1. The child / children mentioned above in respect of whom reimbursement has been claimed are wholly dependent upon me.
2. The above expenses have not been claimed for Income Tax benefits.
3. The reimbursement of the above expenses has not been claimed by the spouse who is also a Govt. servant (This is applicable in case both the spouses are Govt. Servants).
- 4.
5. The facts and figures given in the reimbursement bill are true to the best of my knowledge and belief.
6. The claims are made only for the two eldest surviving children, except when the number of children exceeds two due to second child birth resulting in multiple births.
7. In the event of any change in the particulars given above which affect the eligibility of submitted claim, I undertake to intimate the same promptly and refund the excess payment (if any) made to me.

Date:

Place:

.....
Signature of the Employee with date

Checklist for Establishment Section.

Particulars mentioned in details of children have been verified from service records and found correct.

Dated:

Asstt. Registrar (Establishment)

For Accounts Office use only

S.No.	Particulars	Period of study	Amount Claimed (In Rs.)	Amount Sanctioned (In Rs.)
1.	Children Education Allowance			
2.	Hostel Subsidy			
Total				

Dealing Hand

Jr. Superintendent

Sr. Superintendent

DR (Fin.)