

Authority vide Government of India

Ministry of Personnel, P.G. and Pensions Department of Personnel & Training New Delhi,

Order No. No.A-27012/02/2017-Estt.(AL) 16 August,2017.

(This order shall be effective from 1st july,2017)

CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL

(FOR REIMBURSEMENT OF CEA)

Ref. No.

Date:-

It is certified that master/Kumari.....having,
Admission No..... D.O.B..... Son/Daughter
of Mr/Mrs.....was
studying in classSec.....Roll No.....during the previous
academic year from.....toSchool/institution,
namely.....vide affiliation Regd.
No./Code.....and Pattern.....Curriculum.

Place:-

Date:-

Signature of Principal
(Affix School Stamp)

INDIAN MARITIME UNIVERSITY-MUMBAI PORT CAMPUS

HAY BUNDER ROAD, SEWRI, MUMBAI -400033

APPLICATION FOR REIMBURSEMENT CHILDREN EDUCATION ALLOWANCE

FINANCIAL YEAR _____ (QUARTER - I / QUARTER- II / QUARTER - III / QUARTER - IV)

1. Employee Name : _____
2. Employee Code : _____
3. Designation : _____
4. Details of Expenses incurred : _____

1st Child

- a) Name of the Child : _____
- b) Age and Date of Birth : _____
- c) Class in which Studying : _____
- d) Name of the School/Junior College : _____
- e) Name of the Board/University : _____
- f) Amount Claimed : Rs. _____

Sl. No	Item	Cash Bill/Receipt Number and date	Amount Rs.
a)	Tuition Fees		
b)	Admission Fees		
c)	Laboratory Fees		
d)	Special fees charged for agriculture, Electronics, music or any other subject		
e)	Fee charged for practical work		
f)	Fee for use of any aid or appliance by the child		
g)	Library Fee		
h)	Games / Sports fee		
i)	Fee for extra Curricular activities		
j)	Expenses incurred for One set of text book and Note Books		
k)	Expenses incurred for One set of Uniform		
l)	Expenses incurred for One set of School Shoes		
TOTAL			

2nd Child

- a) Name of the Child : _____
- b) Age and Date of Birth : _____

- c) Class in which Studying : _____
- d) Name of the School/Junior College : _____
- e) Name of the Board/University : _____
- f) Amount Claimed : Rs. _____

Sl. No	Item	Cash Bill/Receipt Number and date	Amount Rs.
a)	Tuition Fees		
b)	Admission Fees		
c)	Laboratory Fees		
d)	Special fees charged for agriculture, Electronics, music or any other subject		
e)	Fee charged for practical work		
f)	Fee for use of any aid or appliance by the child		
g)	Library Fee		
h)	Games / Sports fee		
i)	Fee for extra Curricular activities		
j)	Expenses incurred for One set of text book and Note Books		
k)	Expenses incurred for One set of Uniform		
l)	Expenses incurred for One set of School Shoes		
TOTAL			

5. Total amount of Children Education Allowance Claimed: Rs. _____
6. Details of document Enclosed - No. of Bills/Receipts : _____ Nos.

Certification:

1. Certified that the fee/amount indicated above had actually be paid by me.
2. Certified that my wife / husband is / is not a Central Government Servant
3. Certified that my husband / wife Shri / Smt. _____ is presently working as _____ in _____ and that he / she will not apply / has not applied for the Children Educations Allowance for the children mentioned above.
4. Certified that 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.
5. 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 Educations 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.

Counter Signature of
Recommending Officer

Signature of Employee: _____
Date : _____

[For use by Administration]

Certified that the personal particulars furnished by the employee in respect of children are found to be correct as per personal records and the claim may be reimbursed as per admissibility.

	<u>Amount Claimed</u>	<u>Amount admissible</u>
1 st Child	Rs. _____	Rs. _____
2 nd Child	Rs. _____	Rs. _____
<u>Total</u>	Rs. _____	Rs. _____

[For use by Finance & Accounts]

Passed for payment of Rs. _____ towards reimbursement of Children Education Allowance for the Quarter ending _____ for the Financial Year _____ is payable to _____

AR (Finance)

DR (Admin)

Director