

**PORFORMA FOR RE-IMBURSEMENT OF  
CHILDREN EDUCATION ALLOWANCE**

Claim for the Academic Year : 20 -20

I hereby apply for the re-imbusement of Children Education Allowance / Hostel Subsidy for my child/ children and relevant particulars are furnished below :-

1	Name	:	
2	Designation	:	
3	Department	:	
4	If Spouse is employed, state whether in the Central Govt., PSU, State Govt. (give details with name of the Spouse)	:	
5	Designation, Office & B.U. No. Of spouse, if spouse is employed in Railway	:	
6	<b>Detail of the Child/Children for whom CEA/Hostel Subsidy claimed :-</b>		
	Sequence	Name of the Child	DOB
			Standard A.Y. 20__ - __
	1 <sup>st</sup> Child		Name of place of the School/ Institution
	2 <sup>nd</sup> Child		

7. Re-imbusement of Expenditure :-

Sequence	Period	Rate of CEA per Month (Rs)	Hostel Subsidy (Beyond 50 Km)	Amount Claimed	Remarks
1 <sup>st</sup> Child		@ 2250/- PM	@ 81,000 Per Year		
2 <sup>nd</sup> Child		@ 2250/- PM	@ 81,000 Per Year		
Total amount claimed Rs.					

8. Distance of Hostel of child from the residence of employee (in case Hostel Subsidy): \_\_\_\_\_

9. Amount of CEA/Hostel Subsidy already received up to previous quarter: \_\_\_\_\_

10. The Academic year for which CEA/Hostel Subsidy is applied now : \_\_\_\_\_

11. (a) Whether the child for whom the CEA is applied for is a disabled child : YES/NO

(b) If yes, indicate the nature of disability: \_\_\_\_\_

(c) Date of disability certificate: \_\_\_\_\_

(d) Indicate the percentage of disability: \_\_\_\_\_

12. Whether the Bona-fide certificate from Head of Institution has been attached : YES/NO

13. For Hostel Subsidy, the Bona-fide certificate from mentioning the amount is attached : YES/NO

14. If Yes at item No. 13, Amount claimed for Hostel Subsidy: Rs. \_\_\_\_\_



# 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. \_\_\_\_\_ is/was studying  
in  
Class \_\_\_\_\_ Sec \_\_\_\_\_ Roll No. \_\_\_\_\_ during the Previous Academic Year  
from \_\_\_\_\_ to \_\_\_\_\_ School / Institute, namely  
\_\_\_\_\_  
vide affiliation Regd. No. / Code \_\_\_\_\_ and  
Pattern \_\_\_\_\_ Curriculum.

Dated/Place : \_\_\_\_\_

Signature of the  
Principal/Head Master/Head Mistress/Co-ordinator  
(Affix School Stamp)

**TO WHOM IT MAY CONCERN**

Certified that Shri/ Smt .....

Wife / husband of Shri .....

is presently working as .....in the department of

.....has not claimed for the

re-imbusement of Children Education Allowance for the academic session for the year

.....

Dated / Place .....

Signature of the Reviewing Officer

(Name & Designation with seal)

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**CERTIFICATE OF UNEMPLOYMENT**

Certified that Shri/ Smt .....

Wife / husband of Shri .....

residing at .....

P.O ..... P.S .....

District ..... District Pin Code .....

Manipur is unemployed till date to the best of my knowledge.

Dated / Place .....

Signature of the Councillor/Pradhan/Member

(with Seal)