

FORM 1  
( Para.25 )

**CHILDREN'S EDUCATIONAL ALLOWANCE**

1. Certified that my child/children mentioned below in respect of whom children's Educational Allowance is claimed is/are wholly dependent upon me and I am compelled to send my child/children away from the place of my posting/residence due to non-availability of the school of the requisite standard at the station of my posting/residence or due to non-availability of a vacancy in such a school at the station of my posting/residence.

Sr. No.	Name of the child	Date of birth	School / College in which studying, location thereof and residence of the child	The place where the Govt. servant is residing	Class in which the child is studying	Monthly educational allowance admissible	Amount of allowance claimed for the period

2. Certified that my child/children in respect of whom children's Educational Allowance is claimed is/are studying in the schools mentioned in column (3) which is/are recognized school(s) ( Not applicable to schools run by Central Government / State Government / Union Territory Administration / Municipal Corporation / Municipal Committee / Panchayat Samiti / Zilla Parishad).
3. Certified that
- (i) My wife / huysband is / is not a Central Government Servant.
  - (ii) My wife / husband is a Central Government servant and that she/he will not claim Children's Educational Allowance in respect of our child/Children.
  - (iii) my wife/husband is employed with ..... she/he is/is not entitled to Children's Ducational Allowance in respect of our child/Children.
4. Certified that during the period covered by the claim, the child/children attended the school regulary and did not absent himself/herself themselves from the school without proper leave for a period exceeding one month.
5. Certified that the child/children has/have been not studying in the same class for more than two academic years.
6. In the event of any change in the particulars given above which affect my eligibility for Children's Educational Allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made.

( Signature of the Government Servant)

Date : \_\_\_\_\_  
Place of Posting : \_\_\_\_\_

Name in Block Letters : \_\_\_\_\_  
Designation & Office : \_\_\_\_\_  
Employee Code No. : \_\_\_\_\_  
Bank Account No. : \_\_\_\_\_

FORM 2 (Para.25)  
**REIMBURSEMENT OF TUITION FEE**

1. Certified that the Child / Children mentioned below in respect of whom reimbursement of Tuition Fee is claimed is / are wholly dependent upon me.

Sr. No.	Name of the child	Date of birth	School in which studying	Class in which studying	Monthly tuition fee actually payable	Tuitions fee actually paid from	Amount of reimbursement Claimed
1	2	3	4	5	6	7	8

2. Certified that the tuition fees indicated against the child / each of the children had actually been paid by me (cash receipt / counterfoil of the Bank credit vouchers to be attached with the initial claim).
3. Certified that:
  1. My wife / husband is / is not a Central Government Servant.
  2. My wife / Husband is a Central Government servant but she / he will not claim reimbursement of Tuition Fee in respect of our child / children.
  3. My wife / husband is employed with \_\_\_\_\_ she / he is / is not entitled to reimbursement of Tuitions Fees in respect of our child / Children.
4. Certified that during the period covered by this claim. The child/children attended the schools regularly and did not absent himself/herself/themselves from the schools without proper leave for a period exceeding one month.
5. Certified that the child/children mentioned has/have not been studying in the same class for more than two years.
6. Certified that I or my wife / husband have / has not claimed and will not claim the children's Educational Allowance in respect the children mentioned above.
7. Certified that my child/children in respect of whom reimbursement of Tuition Fee is claimed is / are studying in the Schools which is / are recognized schools ( Not applicable to schools run by Central Government / State Government / Union Territory Administration / Municipal Corporation / Municipal Committee / Panchayat Samiti / Zilla Parishad).
8. Certified that my child/children in respect of whom reimbursement of Tuition Fee is claimed is / are studying in the Schools which is / are recognized schools ( Not applicable to schools run by Central Government / State Government / Union Territory Administration / Municipal Corporation / Municipal Committee / Panchayat Samiti / Zilla Parishad).
9. In the event of any change in the particulars above which affect my eligibility for Reimbursement of Tuitions Fees I undertake to intimate the same promptly and also to refund excess payments, if any made.

( Signature of the Government Servant)

Date : \_\_\_\_\_  
Place of Posting : \_\_\_\_\_

Employee Code No. : \_\_\_\_\_  
Bank Account No. : \_\_\_\_\_

Name in Block Letters : \_\_\_\_\_  
Designation & Office : \_\_\_\_\_

## **CERTIFICATE**

This is to certify that presently I have \_\_\_\_\_ living children whose details are as under.

Sr. No.	Name of Child	Birth Date	School in which studying with location there of	Class in which child is studying	Academic Year
1.					
2.					
3.					

Supporting documents evidence should be furnished if submitted earlier i.e. Fee Receipt, Date of Birth Certificate & Result of each year.

## **UNDERTAKING**

In the event of any change in the particulars given in above which affect my eligibility for children Education's Allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made either due to audit etc.

Place : \_\_\_\_\_ Name & Designation : \_\_\_\_\_  
Date : \_\_\_\_\_ Signature of the Employee : \_\_\_\_\_  
\_\_\_\_\_ Department : \_\_\_\_\_  
Employee Code No. : \_\_\_\_\_  
Bank Account No. : \_\_\_\_\_