

**NATIONAL CENTRE FOR RADIO ASTROPHYSICS
TATA INSTITUTE OF FUNDAMENTAL RESEARCH
PUNE UNIVERSITY CAMPUS, PUNE - 411007**

**APPLICATION FOR CLAIMING CHILDREN EDUCATION ALLOWANCE AND
REIMBURSEMENT OF TUITION FEE**

Name of the Applicant (in block letters)	
Designation	
Section/Extension No.	
Computer Code	
Current Band Pay	
Period for which reimbursement is claimed	
Is your wife/husband employed	Yes/No
If yes, particulars of employment	
Is the child disabled ?	Yes/No

NOTE FOR THE APPLICANT :

- 1 Children Education Allowance and Reimbursement of Tuition Fee which were hitherto payable separately has been merged and hereafter known as "Children Education Allowance Scheme". This Scheme is effective from 1st September 2008.
- 2 Under the Scheme of Children Education Allowance reimbursement can be availed by Government Servant upto a maximum of two children.
- 3 Reimbursement as indicated above will be applicable for expenditure on the education of school going children only i.e., for children from classes nursery to twelfth, including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Board of Education.
- 4 Henceforth, the reimbursement of Children Education Allowance shall have no nexus with the performance of the child in his class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance shall not be stopped.
- 5 The annual ceiling fixed for reimbursement of Children Education Allowance is Rs. 12000/-.
- 6 Under this scheme, reimbursement can be claimed once every quarter. The amount that can be claimed in quarter could be more than Rs. 3000/- and in another quarter less than Rs. 3000/-, subject to the annual ceiling of Rs. 12000/- per child being maintained.
- 7 Under this scheme, Education allowance for disabled children of an employee shall be paid double the normal rate.
- 8 In case both the spouses are Government servants, only one of them can avail reimbursement under Children Education Allowance.
- 9 Hostel subsidy will be reimbursed upto the maximum limit of Rs. 3000/- per month per child subject to a maximum of 2 children. However, both hostel subsidy and Children Education Allowance cannot be availed concurrently.
- 10 **Separate claim be submitted for each child alongwith respective original fee receipts' and cash memos'.**

DETAILS OF FEE CLAIMED UNDER CHILDREN EDUCATION ALLOWANCE SCHEME.

PARTICULARS	1 st CHILD	
a) Name of the Pupil :		
b) Date of birth :		
c) School/College :		
d) Place :		
e) Is the School/College recognized : Yes/No		
f) Class/Year :		
g) Does the pupil receive any Government/other Scholarship ? : Yes/No If yes, please give details.		
h) Certificate from HeadMaster/Principal of the School/College : Attached / Not necessary		
i) Reimbursement for the following items can be claimed under Children Allowances Scheme :	2010-2011	Already claimed amount for this year
i) Admission fee	Rs.	
ii) Tuition fee	Rs.	
iii) Laboratory fee	Rs.	
iv) Special fee charged for Agriculture/Electronics/Music/Computer/ Swimming or any other subject	Rs.	
v) Fee charged for practical work under the programme of work experience	Rs.	
vi) Fee paid for the use of any aid or appliance by the child	Rs.	
vii) Library fee	Rs.	
Quarterly/half yearly tuition fees paid : (subtotal)	Rs.	
viii) Games/sports fee and fee for extra-curricular activities	Rs.	
ix) Purchase of 1 set of text books and note books	Rs.	
x) Purchase of 2 sets of uniform	Rs.	
xi) Purchase of 1 set of school shoes	Rs.	
TOTAL AMOUNT CLAIMED : FOR THE PERIOD _____	Rs.	

I do not receive Children's Educational Allowance from the employer of spouse for the child/children for whom reimbursement is claimed.

The claim relates to my legitimate/legally adopted child/children wholly dependent on me. I undertake to refund the amount of fees reimbursed to me, in case my child for whom reimbursement has been claimed and has been paid in advance to the Institution concerned ceased to be a student or due to any other reasons by virtue of which reimbursement becomes inadmissible to me.

I am enclosing herewith original fee receipts and cash memos for your perusal.

Date : _____

Signature of the applicant

DETAILS OF FEE CLAIMED UNDER CHILDREN EDUCATION ALLOWANCE SCHEME.

PARTICULARS	2 nd CHILD	
a) Name of the Pupil :		
b) Date of birth :		
c) School/College :		
d) Place :		
e) Is the School/College recognized : Yes/No		
f) Class/Year :		
g) Does the pupil receive any Government/other Scholarship ? : Yes/No If yes, please give details.		
h) Certificate from HeadMaster/Principal of the School/College : Attached / Not necessary		
i) Reimbursement for the following items can be claimed under Children Allowances Scheme :	2010-2011	Already claimed amount for this year
i) Admission fee	Rs.	
ii) Tuition fee	Rs.	
iii) Laboratory fee	Rs.	
iv) Special fee charged for Agriculture/Electronics/Music/Computer/Swimming or any other subject	Rs.	
v) Fee charged for practical work under the programme of work experience	Rs.	
vi) Fee paid for the use of any aid or appliance by the child	Rs.	
vii) Library fee	Rs.	
Quarterly/half yearly tuition fees paid : (subtotal)	Rs.	
viii) Games/sports fee and fee for extra-curricular activities	Rs.	
ix) Purchase of 1 set of text books and note books	Rs.	
x) Purchase of 2 sets of uniform	Rs.	
xi) Purchase of 1 set of school shoes	Rs.	
TOTAL AMOUNT CLAIMED : FOR THE PERIOD	Rs.	

I do not receive Children's Educational Allowance from the employer of spouse for the child/children for whom reimbursement is claimed.

The claim relates to my legitimate/legally adopted child/children wholly dependent on me. I undertake to refund the amount of fees reimbursed to me, in case my child for whom reimbursement has been claimed and has been paid in advance to the Institution concerned ceased to be a student or due to any other reasons by virtue of which reimbursement becomes inadmissible to me.

I am enclosing herewith original fee receipts and cash memos for your perusal.

Date : _____

Signature of the applicant

CHILDREN EDUCATION ALLOWANCE SCHEME REIMBURSEMENT CLAIM

CERTIFICATE BY THE SCHOOL

(Applicable for children going to school, 2 years prior to 1st standard only)

Name and address of School : _____

1. Certified that Miss/Master _____
son/daughter of Shri/Ms. _____
is a student of (standard) _____ class during the academic year _____.

2. It is also certified that _____
school / college is recognized by the educational authorities of _____
State / Board / University of _____ .

Principal / Head Master / Authorized Signatory
Signature and Seal

CHILDREN EDUCATION ALLOWANCE - TUITION FEE REIMBURSEMENT - CLARIFICATIONS

1 Order No. 12011/04/2008-Estt. (Allowance) dated 11.09.2008 of DoPT.

Reimbursement of Education Allowance for disabled children of Government employees shall be payable at double the normal rates prescribed. The annual ceiling fixed for reimbursement of Children Education Allowance for disabled children of Government Employees is Rs. 24000/-. The rest of the conditions will be the same as stipulated vide OM No. 12011/03/2008-Estt. (Allowance) dated 02.09.2008 on the subject.

2 Order No. 12011/16/2009-(Allowance) dated 13.11.2009 of DoPT.

It is clarified that Vidyalaya Vikas Nidhi charged by Kendriya Vidyalaya will also form part of para 1 (e) of the said OM (DPOT&M OM No. 12011/3/2008-Estt.(Allowance) dated 02.09.2008) and can be claimed for reimbursement under the scheme of Children Education Allowance subject to the annual ceiling of Rs.12000/- per child.

3 Order No. 12011/03/2008-Estt. (Allowances) dated 23.11.2009 of DoPT.

It is clarified that classes nursery to twelfth will include classes I to XII + 2 classes prior to class I irrespective of the nomenclature.

It is further clarified that in respect of schools/institutions at nursery, primary and middle level not affiliated to any Board of education, the reimbursement under the Scheme may be allowed for the children studying in a recognized school/institution. Recognized school/institution in this regard means a Govt. school or any educational institution whether in receipt of Govt. aid or not, recognized by the Central or State Govt. or Union Territory Administration or by University or a recognized educational authority having jurisdiction over the area where the Institution is situated.

4 Clarification has been obtained from TIFR, Mumbai that -

If the original fee receipts are enclosed with claim, there is no need to obtain certificate from school/college.