

**MOTILAL NEHRU COLLEGE : BENITO JUAREZ ROAD : NEW DELHI : 110021**

(University of Delhi)

**REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE**

(Ref : OM NO. 12011/03/2008(Allowance) Dated 02.09.2009)

1. Certified that the children/ child mentioned below in respect of whom re-imburement of children Education allowance claimed is wholly dependent upon me:-

Name of the Child & Date of Birth	School in which Studying	Class in which Studying & A/Y	Total Education allowance paid	Total Amount of Re-imburement claimed
1	2	3	4	5
#Tuition fees - for the Whole year 2015-16 / I /II/ III / IV- Term				Rs.
Purchase of books (one set per Child/per A/Y)				Rs.
Purchase of Note Books (one set per Child/per A/Y)				Rs.
Purchase of Uniforms (Two set per Child/per A/Y)				Rs.
Purchase of School Shoes (one set per Child/per A/Y)				Rs.
<b>Total to be filled in column 4 above</b>				Rs.
#Tuition fees - for the Whole year 2015-16 / I /II/ III / IV- Term				Rs.
Purchase of books (one set per Child/per A/Y)				Rs.
Purchase of Note Books (one set per Child/per A/Y)				Rs.
Purchase of Uniforms (Two set per Child/per A/Y)				Rs.
Purchase of School Shoes (one set per Child/per A/Y)				Rs.
<b>Total to be filled in column 4 above</b>				Rs.

2. Certified that the education allowance indicated against the child/ Children has actually been paid by me (Receipt enclosed)

(Note : Copy of school fee card and Bank Chllan's/ paid up Receipts/ Purchase receipts In original are to be enclosed)

3. Certified that :-

- (i) my spouse is not a Central Government Servant  
(ii) my spouse is a central Govt. Servant and that she / he has not claimed / will not claim children's education allowance in respect of our child/ children

4. Certified that during the period covered by the claim the child attended the school regularly and did not absent himself/ herself from the school with proper leave for a period exceeding one month.

5. In the event of any change in the particulars given above which affect my eligibility for children's education allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made.

( Note : # Tuition fee means tuition fee, Admission fee, lab fee, special fee charged for agriculture electronics, music or any other subject, fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee games/ sports fee and fee for extra curricular activities.)

Encl. :

(Signature of Govt. Servant)

Name : \_\_\_\_\_

Designation \_\_\_\_\_

(For Office use only)

Certified that Name of above mentioned Child/ Children has/ have been verified from the Service Book / Record of Government Servant from \_\_\_\_\_ to \_\_\_\_\_.

S.O. (Admn.)

Senior Assistant

Senior Administrative Officer

(For use of Accounts Section)

As per details given above, kindly sanction Rs. \_\_\_\_\_ in favour of Sh. / Dr./ Ms. \_\_\_\_\_ as Children Education Allowance for the above- mentioned period, which is permissible under rules.

Assistant

Senior Assistant

S.O. (Accounts)

A.O.

Senior Administrative Officer

Bursar

Principal