



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर - 440 010 (भारत)
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR - 440 010 (INDIA)

Ref: OM No.A-27012/02/2017-Estt. (AL) dated 16th Aug 2017 and OM No.A-27012/02/2017-Estt.(AL) dated 16th /17th July 2018
Government of India, Ministry of Personnel, Public Grievances and Pensions Department of Personnel & Training
(Two eldest surviving children)

APPLICATION FOR CHILDREN EDUCATION ALLOWANCE (CEA)/HOSTEL SUBSIDY
FOR THE ACADEMIC YEAR _____

1.	Name of the Employee (in capital letters)	:		
2.	Designation	:		
3.	Department / Section	:		
5.	Pay Level	:		
6.	Particulars of Children	:	CHILD - 1	CHILD - 2
	i) Name of the Child	:		
	ii) Date of Birth of Child	:		
	iii) Class studied	:		
	iv) Name of the school / college along with complete address	:		
	v) Nature of claim (Tick whichever is applicable)	:	1. Educational Allowance <input type="checkbox"/> 2. Hostel subsidy <input type="checkbox"/> 3. Disabled Child <input type="checkbox"/>	1. Educational Allowance <input type="checkbox"/> 2. Hostel subsidy <input type="checkbox"/> 3. Disabled Child <input type="checkbox"/>
	vi) Document Produced for CEA Claim: (Tick whichever is applicable)	:	1. Certificate issued by Head of Institute. <input type="checkbox"/> or 2. Self attested copy of Report Card. <input type="checkbox"/> or 3. Self attested copy of fees receipt <input type="checkbox"/>	1. Certificate issued by Head of Institute. <input type="checkbox"/> or 2. Self attested copy of Report Card. <input type="checkbox"/> or 3. Self attested copy of fees receipt <input type="checkbox"/>
	vii) Document Produced for Hostel Subsidy Claim: (Tick whichever is applicable)	:	1. Certificate issued by Head of Institute mentioning the amount of expenditure. Incurred towards lodging and boarding in a residential complex. <input type="checkbox"/> or 2. Self attested copy of Report Card and original fee receipt/e-receipt which should indicate the amount of expenditure incurred towards lodging and boarding in a residential complex. <input type="checkbox"/>	1. Certificate issued by Head of Institute mentioning the amount of expenditure. Incurred towards lodging and boarding in a residential complex. <input type="checkbox"/> or 2. Self attested copy of Report Card and original fee receipt/e-receipt which should indicate the amount of expenditure incurred towards lodging and boarding in a residential complex. <input type="checkbox"/>
	viii) Claim in Rs.	:		

1) I hereby declare that:-

- 1 My child / children mentioned above in respect of whom reimbursement of education expenses is claimed is / are wholly depended upon me.
- 2 My wife/husband is not a Central Government / State Government / PSU/Local Self Government / Employee.
- 3 My wife/husband is a Central Government / State Government / PSU/Local Self Government / Employee and that she/he will not claim reimbursement education expenses in respect of our child / children.
- 4 My wife/husband is at present employed with She/he is not entitled for reimbursement of children education allowance/Hostel subsidy in respect of our child / children.
- 5 My child / children in respect of whom reimbursement is claimed is / are studying in recognized school.
- 6 My child / children is not admitted in the same class in another school although he/she has passed out of the same class in previous school.
- 7 The reimbursement of Children Education Allowance has not been claimed in respect of the child/children by a persona other than me.
- 8 The reimbursement of Children Education expenses is claimed for my eldest two surviving children only.

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 Education 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.

Place:

Date:

Signature of the Applicant

Name:

Designation:

Department:

FOR OFFICE USE

The details submitted by the employee are verified with the family declaration record maintained in this office and found correct. The following amount of Children Education Allowance will be admissible to him/her in the financial year _____.

Sr. No.	Name of the child	Class of child	Amount Admissible
1.			
2.			
Total			

Sr. Assistant (Estt.)

Sr. Superintendent (Estt.)

Assistant Registrar (Estt.)

I.A.O

To,
D.R.(Accounts)
VNIT Nagpur