

# Application for Reimbursement of Children Education Allowance

1. I, \_\_\_\_\_ (Name and Designation of the Employee)  
Certify that the children/child mentioned below in respect of whom re-imbusement of Children Education Allowance is claimed are/is wholly dependent on me:-

Name of the Child & Date of Birth	Name of School	Class & Academic year	Total Amount of reimbursement Claimed
1)			
2)			

(Enclose any one. Certificate issued by the head of the Institution/ Self-attested copy of the report card/Self attested Paid up Fee Receipt(s) including e-receipt (s) for 12 months of complete academic session.

2. Certified that :-

- i. my spouse is not a Central Government servant; or
- ii. my spouse is a Central Govt. Servant and the she/he has not claimed/will not claim children's educational allowance in respect of our child/children.

3. I undertake that I am claiming the CEA in respect of my two eldest surviving children only.

4. 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.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Govt. Servant

Name \_\_\_\_\_

Section/Division \_\_\_\_\_

M/Tel No. \_\_\_\_\_

**Ministry of Housing and Urban Affairs**

Authority vide Government of India  
Ministry of Personnel, P.G. and Pensions Department of Personnel & Training, New Delhi, Order  
No. A-27012/02/2017-Estt.(AL), 16 August, 2017  
(This Order shall be effective from 1<sup>st</sup> July, 2017)

**CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL**  
**(FOR REIMBURSEMENT OF CEA)**

Date :-

Ref. No.

It is to certify that Master/Kumari.....having,

Admission No.....D.O.B.....Son/Daughter

of Mr./Mrs.....has studied in class .....Section.....

Roll No..... during the academic year from.....to.....in school/institution,

Namely.....which has been affiliated or recognised

under Regd No./Code.....

Place:-

Date:-

Signature of Principal  
(Affix School Stamp)