



Indira Gandhi National Tribal University, Amarkantak (M.P.)
(A Central University established by an Act of Parliament)

Claim for Reimbursement of Children Education Assistance

{Ref.: OM No. 1201/03/2008 (Allowance) Date : 02.09.2009}

Name of the Govt. Employee : _____ Emp.

Code: _____

Designation : _____ Department _____

1. Certified that the Child(ren) mentioned below in respect of whom re-imbursement of Children Education Allowance claimed is wholly dependent on me.

Name of the Child	School in which studying	Class in which Studying & Acad. Year	Total Educational allowance paid	Total amount of reimbursement claimed
1.				
2.				
* Tuition fees – for the whole year 20____/I/II/III/IV – Qtr.				
Other fee				
Purchase of Books (One set/per child/per academic year)				
Purchase of Note Books (One set/per child/per academic year)				
Purchase of Uniforms (Two set/per child/per academic year)				
Purchase of School Shoes (One set/per child/per academic year)				
Total to be filled in column 4 above				
1.				
2.				
* Tuition fees – for the whole year 20____/I/II/III/IV – Qtr.				
Other fee				
Purchase of Books (One set/per child/per academic year)				
Purchase of Note Books (One set/per child/per academic year)				
Purchase of Uniforms (Two set/per child/per academic year)				
Purchase of School Shoes (One set/per child/per academic year)				
Total to be filled in column 4 above				

2. Certified that the Educational Allowance indicted against the Child/Children has actually been paid by me. (Receipts enclosed) (Copy of School fee book & bank challans/paid up receipts/paid up receipts/purchase receipts in original are to be enclosed) .

3. Certified that:

(i) my spouse is not employed in any Central Government Organisation

(ii) my spouse is a Central Government Servant and that she/he has not claimed/will not claim children's educational 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 without 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 educational allowance. I undertake to intimate the same promptly also to refund excess payments, if any made.

Note: **Tuition fee means Tuitions fee, admission fee, laboratory 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 extracurricular activities.*

(Signature of the Govt. Servant)

Date _____

Forwarded by the

Head of the Department/Controlling Officer to Finance Office after entry in Inward section for further processing.

Forwarded to the Finance & Accounts Section for processing the claim.

Note : 1. The Establishment Section will provide a list of dependent children declared and as admissible as per the rules to Finance Section after the joining the employee based on the declaration furnished by the employee for further processing of such claims.