

To

The Pr. Controller of Accounts (Fys),
10-A. S K Bose Road, Kolkata -01

(Through Proper Channel)

Sub: Submission of Application form for claiming re-imburement under CHILDREN
EDUCATION ALLOWANCE SHCEME

Sir,

I am submitting herewith a self-certified application appended below for re-imburement under "Childr
Education Allowance Scheme" for an early action at your end. The claim is preferred in accordance with Govt. of Ind
Ministry of Personnel, Public Grievance & Pensions (Deptt. of Personnel & Training). New Delhi O M No 12011.03/200
Estt. (Allowance) dated 2nd September, 2008.

Dated

Place

Yours faithfully,

APPLICATION FROM FOR RE-IMBURSEMENT OF EXPENSES UNDER 'CHILDREN EDUCATION ALLOWANCE SHCEME

Name of the Govt. official & Designation:

Official Address

Name of the child for whom the claim is preferred & relationship with the Govt. official

Name

Relationship

Name of the School

Class in which studying

Name of the University/Board of Education

DETAILS OF AMOUNT CLAIMED

Period of Claim from

to

- | | |
|-----------------------|--|
| 21. Tution Fees | 26. Extra Curricular activities Fees |
| 22. Admission Fees | 27. Cost of One set of Text Books & Note Books |
| 23. Laboratory Fees | 28. Cost of Two sets of Uniforms |
| 24. Library Fees | 29. Cost of One set of School Shoes |
| 25. Games Sports Fees | 30. Any other Fees, if admissible |

Total claim Rs

Original receipts cash memos are enclosed herewith for ready reference

SELF DECLARATION

I do hereby declare that:

(a) My husband wife is not a Central Govt employee or My husband/Wife is a Central Govt employee and is now workin
the office of the---and has not claimed the reimbursement of "Childreen Education Allowance" for the period.

(b) The fact stated above are true ton the best of my knowledge and I also undertake to refund the entire amount so draw
me, if any facts stated above are proved incorrect, in future. [Strike out whichever is not applicable]

Place:

Signature in full:

Date:

Name:

FOR OFFICE ONLY

Passed for Payments. _____
Authorized Signatory with Seal