



# INDIAN INSTITUTE OF TECHNOLOGY INDORE

## CHILDREN EDUCATION ALLOWANCE (CEA) CLAIM

Name of the Applicant: \_\_\_\_\_ Designation: \_\_\_\_\_ Department: \_\_\_\_\_

Period of claim: Apr-Jun/Jul-Sep/Oct-Dec/Jan- Mar; Year: \_\_\_\_\_.

Sl. No	Name of the Children & Date of Birth	Class in which child is studying and Academic year for which claim is made.	Name of School	Fee (Rs)		Expenses	Total Amount Claimed (Rs)
				Period	Amount		
1.						Purchase of books: _____ Purchase of note books: _____ Purchase of shoes: _____ (One set per child/per year) Purchase of uniform: _____ (Two sets per child/per year)	
2.						Purchase of books: _____ Purchase of note books: _____ Purchase of shoes: _____ (One set per child/per year) Purchase of uniform: _____ (Two sets per child/per year)	
					<b>Total</b>		

Enclosed:-Total no. of Receipts Attached: \_\_\_\_\_ (Nos.)

**NOTE:-**

Claim may be made once in every quarter. Upto 50% can be claimed in first half of the academic session and/or on quarterly basis as per the practice of the school concerned.

- 1) Tuition fee, Admission fee, Laboratory fee, Special fee for Agriculture/Electronics, music or any other extra-curricular activities, fee charged for practical work under programme of work experience, Library fee, exam fee, Game/ Sports fee and fee paid for use of any aid or appliances by the child shall be indicated in the report.
- 2) Uniform may include (1 set): shirt, trousers/shorts/skirt/salwar suit (kurta, salwar, and dupatta), belt, socks and sweater.
- 3) Only text books recommended by School/Board are allowed. Reference books/materials are not allowed. No contingencies/stationery expenses are admissible.
- 4) All original and self-certified receipts / vouchers should be attached along with list of books provided by the School.

- Allowance for disabled children of employee shall be payable at double the normal rates prescribed i.e. Rs 36,000/- per annum per child.
- Annual entitlement for other than disabled will be restricted to Rs 18,000/-.

I hereby certify/ declare that:

- My wife / husband is /is not a Govt. Employee.
- My wife / husband is a Govt. Employee and he / she is not claiming Children Education Allowance.
- My wife / husband is employed with\_\_\_\_\_ (Employer other than Central Government) to be mentioned she / he is / is not entitled to Children Education Allowance in respect of our child / children in this organization.
- I have submitted claim only in respect of first two surviving Children.

In the event of any change in the particulars above which affect my eligibility for children's Education Allowance, I undertake to intimate the same promptly and also refund payments, if any, made. (Please tick the applicable item only.)

The above information furnished is true and correct to the best of my knowledge.

Date:

**Signature of the Applicant**

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**(FOR OFFICE USE ONLY)**  
**(PART-I)**

The information regarding verification of dependency referred to Administration Section (only whenever required/ applicable) in the first instance/ claim.

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

**Manager (Establishment)**

**(PART- II)**  
**(FOR FINANCE OFFICE USE)**

Amount of claim Rs \_\_\_\_\_

Claim passed for Rs \_\_\_\_\_

**(Dy. Manager)**

**(Manager)**

**(AR/DR)**

**(Registrar)**