

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA

APPLICATION FOR REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

(Ref. OM No. 12011/03/2008-Estt. (Allowance) Dt. 02/09/08)

01. Name and Designation of the staff member (in block letters) _____
02. Employee Code and Department _____
03. Pay in the Pay Band and Grade Pay _____
04. Particulars of Child
- Name _____
- Date of Birth _____
- Class _____
- School _____

05. The Quarter to which the claim relates (Tick \checkmark)

I Quarter	II Quarter	III Quarter	IV Quarter
April – June	July – September	October – December	January – March

06. Amount Claimed

Particulars		Amount (Rs.)	Bill NO. & Date
(a)	* Tuition Fee		
(b)	Purchase of Text Books (One Set/per child/per year)		
(c)	Purchase of Note Books (One Set/per child/per year)		
(d)	Purchase of Uniform (Two Sets/per child/per year)		
(e)	Purchase of School Shoe (One Set/per child/per year)		
TOTAL			

NOTE : *Tuition Fee means Tuition Fee, Admission Fee, Lab. 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 extra-curricular activities.

Enclosures

- (a) Declaration
(b) Original Bills

Place: _____

Signature of the Employee: _____

Date: _____

Name: _____

D E C L A R A T I O N

I hereby declare that

- (1) The children/child mentioned above in respect of whom reimbursement of Children Education Allowance is claimed are wholly dependent upon me.
- (2) During the period covered by the claim the child attended the school regularly and did not absent himself/herself from school without proper leave for a period exceeding one month
- (3) 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.
- (4) The claim does not include any item other than those indicated against Sr. No. (a) to (e) under 8 above.
- (5) The above expenses have not been claimed for Income Tax Benefits.
- (6) The reimbursement of the above expenses has not been claimed by the spouse who is also a Govt. Servant (This is applicable in case both the spouses are Govt. Servants).
- (7) The facts and figures given in the reimbursement bill are true to the best of my knowledge and belief.

Place: _____

Signature of the Employee: _____

Date: _____

Name: _____