



RAMJAS COLLEGE

UNIVERSITY ENCLAVE, DELHI - 110007

PHONE : 011-27667706

REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

(Ref. : OM No. 12011/03/2008 (Allowance) Dated 02/09/2009)

1. Certified that the children/child mentioned below in respect of whom re-imbusement of children Education claimed is wholly depended upon me :-

| Name of the Child & Date of Birth | School in which studying | Class in which studying & A/Y | Total Education allowance paid | Total Amount of Reimbursement Claimed |
|---|--------------------------|-------------------------------|--------------------------------|---------------------------------------|
| 1.) | | | | |
| # Tuition fees for the Whole Year 20 I/II/III/IV - Term | | | | Rs. |
| Purchase of books (one set/per child/per A/Y) | | | | Rs. |
| Purchase of Note books (one set/per child/per A/Y) | | | | Rs. |
| Purchase of Uniforms (one set/per child/per A/Y) | | | | Rs. |
| Purchase of School Shoes (one set/per child/per A/Y) | | | | Rs. |
| Total to be filled in column 4 above | | | | Rs. |

| | | | | |
|---|--|--|--|-----|
| 2.) | | | | |
| # Tuition fees for the Whole Year 20 I/II/III/IV - Term | | | | Rs. |
| Purchase of books (one set/per child/per A/Y) | | | | Rs. |
| Purchase of Note books (one set/per child/per A/Y) | | | | Rs. |
| Purchase of Uniforms (one set/per child/per A/Y) | | | | Rs. |
| Purchase of School Shoes (one set/per child/per A/Y) | | | | Rs. |
| Total to be filled in column 4 above | | | | Rs. |

2. Certified that the Education Allowance indicated against the Child/Children has actualiy been paid be me (Receipts enclosed)
(Note : Copy of school fee card & Bank Challans/paid up Receipts/Purchase receipts in original are to be enclosed)
3. Certified that :-
- My spouse is not a Central Government Servant.
 - My spouse is a Central Govt. Servant and that she/he has not claimed/will not claimed children's education 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 on month.
5. In the event of any change in the particulars given above which effect6 my eligibility for children's educational allowance , I undertake to intimate the same promptly and also to refund excess payments, if any made.

Note : # Tuition fee means tuition fee, Admission fee, Lab, Fee, special fee charged for agriculture, electronics, music on any other subject, fee charged for practical work under the programme of work experience fee paid for the use of any aid or application by the child library fee, games/sports fee and fee for extracurricular activities. This also includes reimbursement for purchase of one set of text books and notebooks, two sets of uniforms and one set of school shoes which can be claimed for a child, in the year.

Encl :

(SIGNATURE OF GOVT. SERVANT)

NAME
(IN BLOCK LETTERS)

DESIGNATION & DEPTT.
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