

CENTRAL SILK BOARD
CENTRAL MUGERI RESEARCH & TRAINING INSTITUTE
MINISTRY OF TEXTILES: GOVT. OF INDIA
LAHDOIGARH, JORHAT

.....School/College (Name Of the Institution) certified that Shri/Miss.....is a student ofclass since.....He/She is not in receipt of scholarship/of.....per month from.....He/She has paid tuition fee of Rs.....per month for the period from.....to.....As per details given below:

- | | |
|-------------------------|-----------|
| 1. Tuition Fees.....Rs. | Per month |
| 2. Science Fees.....Rs. | Per month |
| 3. Music Fees.....Rs. | Per month |
| 4. | per month |
| 5. | per month |
| 6. | per month |
| 7. | per month |

It is also certified that.....School/College Is recognized by the education authorities of..... State(not applicable for Govt. school college run by Municipal Corporation/Committee of school run by Panchayat Samitee or Zilla parishad).

Principal/Headmaster/Headmistress

CENTRAL SILK BOARD

FORM OF APPLICATION FOR CLAIMING REIMBURSEMENT OF TUITION FEES OF CHILDREN OF STAFF
MEMBERS UNDER CHILDREN EDUCATION AL LOWANCE SCHEME
(Ref. OM No.12011/03/2008 (Allowance) Dt. 02/09/08)

1. Name and Employee ID No. (in block letters) :
2. Designation and Department :
3. Pay in the Pay Band and Grade Pay :
- Details of child for which the claim is made for :
1. Names of Child :
2. Age and Date of Birth of the Child :
3. Class and Name of School :
4. Academic year of study :

The quarter to which the claims are made for (Tick)

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

Details of Amounts Claimed :

Particulars	Bill No. & Date	Amount (Rs.)
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 Set/per child/per year)		
e) Purchase of School Shoe (One Set/per child/per year)		
f) Details of other fees/Hostel subsidy if claimed		
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 :
date

Signature of the Employee with

NB : Separate applications should be submitted for each child.

**DECLARATION FOR CLAIMING REIMBURSEMENT OF TUTION FEES OF SHILDREN OF STAFF
MEMBERS UNDER CHILDREN EDUCATION ALLOWANCE SCHEME**

I hereby declare that,

1. The 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 education allowance, I undertake to intimate the same promptly and also to refund excess payment, if any made.
4. The claim does not include any item other than those indicated against Sl. 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 claims are made only for the two eldest surviving children, except when the number of children exceeds two due to second child birth resulting in multiple births.
8. The facts and figures given in the reimbursement bill are true to the best of my knowledge and belief.

Place :

Signature :

Date :

Name :

Employee ID No. :

Designation and Department: