

CHILDREN EDUCATION ALLOWANCE /
HOSTEL SUBSIDY, REIMBURSEMENT

FORM - 10



राष्ट्रीय डिज़ाइन संस्थान असम
National Institute of Design Assam

FOR ACADEMIC YEAR: Month _____ Year _____ To Month _____ Year _____

Name of the employee : _____ Emp ID : _____

Designation : _____ Dept. / Section : _____

If spouse is employed in Central / State / PSU / AB : Yes / No

If yes at above,

Name of Spouse : _____ Designation : _____

Spouse Office Address : _____

I hereby apply for the reimbursement of Children Education Allowance / Hostel Subsidy for my child / children and relevant particulars are furnished below :-

Details of the children for whom CEA / Hostel Subsidy claimed:

Sl. No.	Name	Age	Class	Name of the School / Residential School	Actual expenditure for Hostel subsidy
1.					
2.					

Certified that my child / children in respect of whom reimbursement of tuition fee / Hostel Subsidy is claimed is / are studying in the recognised School / Jr. College affiliated to recognized Board of Education/University. (As per essential criteria for such reimbursement).

Certified no other claims of the children's educational allowance / Hostel subsidy in respect of the child / children mentioned above has been / will be made from any other source (including employer of my spouse).

Certified that the child / children mentioned has / have not been studying in the same class in two different school due to failure in 1st school.

Certified that the Hostel subsidy indicated against the child / children had actually been paid by me towards lodging and boarding

Certified that the residential educational institution for child / children at Sl. No. is /are located at least 50 km from my residence.	
Certified that the child / children at Sl. No. is /are Divyaang	Yes / No
If Yes above, indicate the nature and percentage of disability (Please enclosed valid certificate)	
Nature:	Percentage:

Enclosures: (Please tick):

For Children Education Allowance: (Any one of the following)

- | | |
|---|----------|
| a) Bonafide certificate from Head of School / Institute | Yes / No |
| b) Self- attested copy of the report card | Yes / No |
| c) Self- attested copy of fee receipt for the entire year | Yes / No |

For Hostel Subsidy : (Any one of the following)

- | | |
|---|----------|
| a) Bonafide certificate for Hostel Subsidy mentioning the amount of Rs..... paid towards lodging and boarding | Yes / No |
| b) Self- attested copy of the report card and original fee receipt(s) indicating the amount of expenditure towards lodging and boarding for the entire year | Yes / No |

The information furnished above are complete and correct and I have not suppressed any relevant information. In the event of any change in the particulars given above which affect my eligibility for reimbursement of Children Education Allowance / Hostel Subsidy, I undertake to intimate the same promptly and also to refund excess payments, if any made. Further, I am aware that if at any stage the information / documents furnished above is / are found to be false, I shall be liable for disciplinary action.

Place: _____

Date : _____

Signature of the employee

FOR OFFICE USE ONLY

The dependency / dependencies has / have been verified from the office record and found to be correct. The admissible amount of reimbursement of the Tuition fees / Hostel Subsidy as per GOI / Institute rules is as follows:

Period From		Period To		Admissible Children Education Allowance for Child / Children	Admissible Hostel Subsidy for Child / Children	Sub Total in Rs,
Month	Year	Month	Year			
	20....		20.....	For SI No 1 @Rs	For SI No 1 @Rs	
	20....		20.....	For SI No 2 @Rs	For SI No 2 @Rs	
	20....		20.....	For SI No 3 @Rs	For SI No 3 @Rs	
Grand Total in Rs.						

Dealing Official / AO

Signature of CAO

Registrar / Director

**BONAFIDE CERTIFICATE FROM THE HEAD OF
INSTITUTION/SCHOOL
For Children Education Allowance / **Hostel Subsidy**

This is to certify that Miss / Master / Ms / Mr. _____

Son / daughter of Mr / Ms . _____

Registration / Roll No. _____ Date of Birth _____

Is / was a bonafide student of this school and studied in Class..... during the academic year [... month year to month year].

**This is further certified that during the year Miss / Master / Ms / Mr had resided in the residential complex (Hostel) of the school / institute and paid an amount of Rs..... (In word, Rupees only) towards boarding and lodging in the residential complex.

Name of the Institution / School : _____

This Institution/School is affiliated to / recognized by : _____

Vide affiliation / recognition Number : _____

Place: _____

Date : _____

Signature of the Principal

Institute / School Seal