

## REIMBURSEMENT OF TUITION FEE

Application form of reimbursement under Children Education allowance Scheme in accordance with Ministry of Finance's O.M. No.7(1)E.H.(A)/64 Dated 3<sup>rd</sup> June, 1964 as amended by Department of Personnel and Administrative Reform's O.M. No. 18013/1/90 Estt. (Allowances) dated 31<sup>st</sup> December 1987 and Ministry Of Personnel Public Grievances and Pensions' O.M. 12011/03/2008-Estt. (Allowance) dated 2<sup>nd</sup> September 2008.

1. Name and Designation of Govt. Employee
2. Date Of last Claim
3. Period for which reimbursement was claimed
4. Period to which present claim pertain :

Details of present claim

Sr. No.	Details	Particulars of 1 <sup>st</sup> child	Particulars of 2nd child
I	Name of the Child/Children		
II	School in which studying and location of the School		
III	Class in which studying		
IV	Reimbursement for monthly amount of tuition fee special fee/fee for practical work/fee paid for aids or appliance /library fee / games fee/ sports fee/ fee for extra-curricular activities (Receipts to be attached)		
V	Reimbursement for purchase of text books & note-books uniforms/ shoes/ (Receipts to be attached)		
	Amount of scholarship received from other sources (A.B.Merit Scholarship specially marked for items other than details mentioned in 4(iv) &(v)above)		

Certified that my child/children mentioned at par 4 on pre-page in respect of whom reimbursement claimed is/are studying in the schools as mentioned at para 4(II) and the reimbursement claimed as per para 4(IV) & (V) on pre –page have actually been paid by me .

1. i) My wife /husband is not a government servant.  
 ii) My wife / husband is in Government service and no reimbursement would be claimed by her/him.  
 iii) My wife /husband is employed with .....  
 ..... She /he is not entitled to reimbursement mentioned at para 4 on pre –page.
2. Certified that I have not claimed and will not claim hostel-subsidy a Ministry Of Personnel Public Grievances and Pensions' O.M. 12011/03/2008-Estt (Allowance) dated 2<sup>nd</sup> September 2008 in respect of Children mentioned at para 4 on pre- page.

Dated:

Signature

Name & Designation of the  
Govt. Servant

Verified By:-

(Disbursing & Drawing Officer)

With seal

TUITION FEES CLAIM FORM

ANNEXURE-1

..... (Name & Location  
of The school/college/Institute)

Certified that \_\_\_\_\_ Daughter of Mr./Mrs. \_\_\_\_\_  
\_\_\_\_\_ is a student of Class \_\_\_\_\_

She/he is not receiving any scholarship of Rs. \_\_\_\_\_ Per month from  
\_\_\_\_\_. She/he has paid tuition fees @ Rs. \_\_\_\_\_ per month for  
the period from \_\_\_\_\_ to \_\_\_\_\_

As per details given below.

- Tuition Fees @ Rs. \_\_\_\_\_ Per month
- Science Fees @ Rs. \_\_\_\_\_ Per month
- Music Fees @ Rs. \_\_\_\_\_ Per month
- ..... @ Rs. \_\_\_\_\_ Per month
- ..... @ Rs. \_\_\_\_\_ Per month

It is also certified that \_\_\_\_\_ recognized by the Education Authorities  
Of \_\_\_\_\_

(Not applicable for Government School and Schools run by Municipal Corporation of Delhi/Committee)

Headmaster/Principal

Dated

Month.....