



MAHARAJA AGRASEN COLLEGE
University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

March 28, 2018

NOTICE

With reference to letter no. A-270.12/02/2017-Estt(AE) dated 16.08.2017, the mode of application and payment/re-imburement of Children education allowance has been modified. Accordingly, it has decided to adopt the following procedure as per new methodology for payment of CEA re-imburement as under:

1) **Application Procedure:**

1) The application for re-imburement shall be done after the completion of the every financial year i.e. application for FY 2017-18 will be made on or after 10.04.2018. **Format of application is enclosed at Annexure 'A'.**

2) The application for re-imburement shall contain a bonafide Certificate from the Head of Institution, where the ward of government employees studies, will be sufficient for this purpose. The certificate should confirm that the child studied in the school during the previous academic year.

3) Similarly for claiming Hostel subsidy, a certificate from Head of Institution will suffice, with additional requirement that the certificate should mention the amount of expenditure incurred by the government servant towards lodging and boarding in the residential complex. So that the amount of expenditure incurred, or the ceiling as mentioned above, **whichever is lower shall be paid to the employee.**

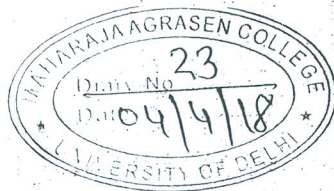
4) If both the Spouses are Government employee, the applicant should submit a certificate from the employer that he/she is not claiming Children Education Allowance for Academic year 2017-18.

2) **Schedule for Payment and forwarding of application:**

The complete procedure alongwith all necessary enclosures should reach admin office to Ms. Sangeeta on or before 10.04.2018 i.e. application for claims of 2017-18. The CEA claims shall be eligible for the first two (02) surviving children whose name are included in the family composition.

Documents to be submitted with the application form:

1. Original Fee receipt/Fee Payment certificate from school
2. Copy of I-Card of child / *Aadhar Card*
3. In case both the spouses are working, Certificate from the Employer furnishing that he/she is not claiming CEA for Academic year 2017-18



[Signature]
Dr. Sunil Sondhi
(Principal)

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Notice Board (Teaching and Non-Teaching)
College Website
Copy to S.O (Accounts)

