



**MAHARAJA AGRASEN COLLEGE**  
**(University of Delhi)**  
**Vasundhara Enclave, Delhi-110096**

January 12, 2015

**Notification**

**Reimbursement of Children Education Allowance – 2014-2015**

Applications are invited on the prescribed format to claim children education allowance from all permanent employees of the college. The claimants are required to submit the following documents alongwith the application.

1. Application form should be in prescribed format available on college website only
2. Self certified original fee receipts issued by the schools
3. Self Certified Original Bill /receipts of expenditure incurred on purchase of Uniforms, shoes and stationary

Ms. Sangeeta in the college office has been assigned the responsibility to collect CEA claim forms. Members of the teaching and non teaching staff of the college who are interested to claim CEA as per rules may submit the same on or before 20<sup>th</sup> January, 2015.

Dipin Arora

(Administrative Officer)



**MAHARAJA AGRASEN COLLEGE**  
VASUNDHARA ENCLAVE, DEIHI-110096

**APPLICATION FOR REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE  
(CEA)**

I hereby apply for the reimbursement of Children Education Allowance (CEA) for my child and relevant particulars are furnished below.

Name of the Employee	Dr /Mr /Ms:		
Designation			
Department / Section			
Name of the Child (in BLOCK letters )	Date of Birth	Class in which studying	Name and address of the School
1.			
2.			

1. Details of CEA claimed already in earlier quarters of the Academic year:

Academic year		April -June	July- Sept.	Oct.-Dec.	Jan. -March
201... -201....	Amount Claimed				

2. The quarter of year and Academic year for which the CEA is applied now:

Quarter of academic Year	Academic Year
April –June / July- Sept. / Oct.-Dec. / Jan. –March / All the Quarters ( Please tick whichever is necessary )	

3. Details of expenses incurred towards school fee, purchase of text books & note books, uniforms, etc:

(Attach self attested copies of Cash receipt /Counterfoil of Bank Chelan/Credit voucher etc.)

S.No.	Description of Fee Paid	Child - 1 Amount	Child - 2 Amount
1.	Tuition Fees		
2.	Admission Fees		
3.	Special fee charged for Agriculture Electronics, music or any other Subject		
4.	Fee charged for practical work under The programme of work experience		
5.	Fee paid for the use of any aid or Appliance by the Child		
6.	Games/ Sports fee		
7.	Laboratory Fee		
8.	Library Fee		
9.	Fee for extra Curricular activities		
10.	Expenses incurred for One set of text book and Note books		
11.	Expenses incurred for One/Two set of Uniform		
12.	Expenses incurred for One set of School Shoes		
	<b>Total</b>		

Contd.2

4. Total Amount of Children Education Allowance Claimed: \_\_\_\_\_

Declaration

A. i) Certified that the fee/amount indicated above had actually been paid by me.

ii) Certified that my husband/wife Shri/Smt. \_\_\_\_\_ is presently working in \_\_\_\_\_ and that he/she will not apply/has not applied for the Children Education Allowance for the child mentioned above.

B. Certified that I or my wife/husband has not claimed and will not claim the Hostel Subsidy in respect of the child mentioned above.

C. Certified that my child in respect of whom reimbursement of Children Education Allowance applied is studying in the school/junior college which is recognized and affiliated to \_\_\_\_\_ Board of Education/\_\_\_\_\_ University.

D. The particulars /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, 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 found to be false I am liable for disciplinary action.

Signature of Employee:

Name:

Date:

Details of documents enclosed: 1. \_\_\_\_\_ No. of Original Cash receipt /Counterfoil of Bank Chelan/Credit voucher (Tick whichever is necessary)

**FOR THE USE OF ACCOUNTS SECTION ONLY**

Bill passed for Rs.	(Rupees _____ )
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