



MAHARAJA AGRASEN COLLEGE

UNIVERSITY OF DELHI
VASUNDHARA ENCLAVE, DELHI-110096



April 18, 2022

Notification

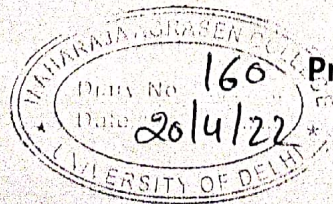
Reimbursement of Children Education Allowance for the A/Y -2021-22

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

1. Application should be in prescribed format available on college website.
2. In order to claim reimbursement of CEA, the following one of the documents are required.
 1. Certificate issued by the Head of the Institution for the period /year which the claim has been preferred. The certificate should confirm that the children studied in the school during the previous academic year.
 2. Self-attested copy of the report card
 3. Self-attested fee receipts including e-receipt(s)
3. Payment will be made as per the availability of funds.

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 eligible to claim CEA as per rules may submit the same on or before 30th April 2022.



Sanjeev Kumar Tiwari
Professor Sanjeev Kumar Tiwari
Principal (Officiating)

copy
- College website
→ Email - all concerned,
- SO(Ad) / SO(Auto).

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APPLICATION FOR REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE (CEA) FOR THE ACADEMIC YEAR -

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.			

Declaration

1. 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 /Hostel subsidy for the child mentioned above.
2. 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.
3. 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.
4. Details of self-attested document enclosed: Fee Receipts//e-receipt/copy of report card issued by the School/Counter foil of fee paid through bank Challan//certificate issued by the school/Institution

Signature of Employee:

Name:

Date: