



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

March 28, 2018

NOTICE

With reference to letter no. A-27012/02/2017-Estt(AE) dated 16.08.2017, the mode of application and payment/re-imbursement 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-imbursement as under:

1) Application Procedure:

1) The application for re-imbursement 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-imbursement 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.

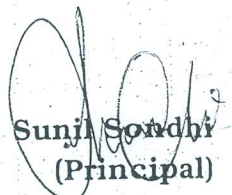
2) Schedule for Payment and forwarding of application:

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




Dr. Sunil Sondhi
(Principal)

Copy to:

All Teaching and Non-Teaching staff (through e-mail)
Notice Board (Teaching and Non-Teaching)
College Website
Copy to S.O (Accounts)

PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE/HOSTEL SUBSIDY**CLAIM FOR THE FINANCIAL YEAR:-**

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

1.	Name of the employee.	:	
2.	Designation	:	
3.	Name of Spouse	:	
4.	If spouse is employed, State whether in Central Govt., PSU, State Govt. (give details).	:	
5.	Designation, Office of spouse, if spouse is employed in Railway	:	

- Details of all the children of the employee as per Pass Declaration:

S.no.	Sequence	Name	DOB	Age
1.	1 st Child			
2.	2 nd Child			

- Details of all the children for whom CEA/Hostel subsidy claimed: (Restricted for two elder children)

S.no.	Sequence	Name	DOB	Age
1.	1 st Child			
2.	2 nd Child			

- Academic year, Name of School/Residential School and class in which children studied:

1 st Child	2 nd Child
Name of the Child: _____	Name of the Child: _____
Name of the School studying in: _____	Name of the School studying in: _____
Recognized by: _____	Recognized by: _____
(Please attach copy of ID Card)	(Please attach copy of ID Card)

- Distance of Hostel of child from residence of employee (in case Hostel subsidy is claimed:)

- The Academic year for which CEA / Hostel Subsidy is applied now:

- Whether the child for whom the CEA is applied for is a disabled child: YES/NO

DECLARATION in respect of Children Educational Allowance

1. Name of the Candidate :

2. Full Postal Address :

3. Email and Mobile No :

I hereby declare that My spouse _____ is
not working in any Government Department/ Quasi
Government/Public Sector/Private Sector.

Any other relevant Information : _____

(Signature of Applicant)