



Maharaja Agrasen College

University of Delhi

March 11, 2020

Notification

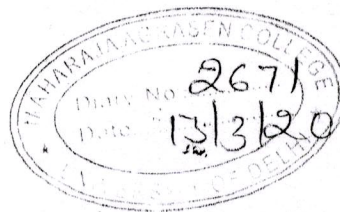
Reimbursement of Children Education Allowance for the A/Y -2019-20

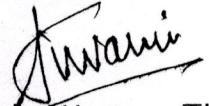
Applications are invited on the prescribed format to claim children education allowance from all permanent employees of the college. The claimants are required to submit the following documents along with the application. (guidelines enclosed)

1. Application should be in prescribed format available on college website.
2. Self certified original fee receipts issued by the schools or certificate issued by the Head of the Institution confirming / indicating the fee deposited for the entire academic year.
3. Payment will be made in the next financial year 2020-21 in the month of April/May and 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 interested to claim CEA as per rules may submit the same on or before 6th April 2020.




Dr. Sanjeev Kumar Tiwari
Principal (Acting)



MAHARAJA AGRASEN COLLEGE
VASUNDHARA ENCLAVE, DELHI-110096

**APPLICATION FOR REIMBURSEMENT OF CHILDREN EDUCATION
ALLOWANCE (CEA) FOR THE ACADEMIC YEAR – 2019-20**

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:



APPLICATION FOR REIMBURSEMENT OF CHILDREN EDUCATION
 ACADEMIC YEAR - 2019-20

Remarks / Verification by the office

I hereby apply for the reimbursement of Children Education Allowance (C.E.A.) for my child and for same particulars are furnished below

(in B.L.K. letters)	Name of the Child	Date of Birth	Class in which studying	Name and address of the school	Department / Section	Location

1. Certified that my husband/wife Shri/Smt. _____ is presently working in _____ and that facts are not applied for the Children Education Allowance 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/college which is recognized and affiliated to _____ of Location _____.

3. The particulars mentioned furnished above are accurate and correct and I have not supplied 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 payment, if any made. Further, I am aware that it is my duty to furnish the information furnished above in true and correct manner for the purpose of the above.

4. Details of self-attested documents such as Receipts/occupancy of school and issued by the school/college for the purpose of the above are furnished below.

Signature of Employee
 Name
 Date