

ATMA RAM SANATAN DHARMA COLLEGE

DHAULA KUAN, NEW DELHI - 110021

REIMBURSEMENT OF CHILDREN / EDUCATION ALLOWANCE

1. Certified that the children/child mentioned below in respect of whom re-imbursement of Children Education allowance claimed is wholly dependent upon me :-

Name of the Child & Date of Birth	School in which studying	Class in which studying & academic year	Total fee paid for the year	Total Amount of reimbursement claim
(1)	(2)	(3)	(4)	(5)

1)

# Tuition fees-for Whole year	I/II/III/IV - Term	₹
Purchase of Books	(One set/per child/per academic year)	₹
Purchase of Note Books	(One set/per child/per academic year)	₹
Purchase of Uniforms	(Two sets/per child/per academic year)	₹
Purchase of school shoes	(One set/per child/per academic year)	₹
Total to be filled of all above columns		₹

Name of the Child & Date of Birth	School in which studying	Class in which studying & academic year	Total fee paid for the year	Total Amount of reimbursement claim
(1)	(2)	(3)	(4)	(5)

2)

# Tuition fees-for Whole year	I/II/III/IV - Term	₹
Purchase of Books	(One set/per child/per academic year)	₹
Purchase of Note Books	(One set/per child/per academic year)	₹
Purchase of Uniforms	(Two sets/per child/per academic year)	₹
Purchase of school shoes	(One set/per child/per academic year)	₹
Total to be filled of all above columns		₹

2. Certified that the Education Allowance indicated against the Child / Children has actually been paid by me (Receipts enclosed)
(Note :- Copy of school fees card & Bank challans / paid up Receipts/purchase receipts in original are to be enclosed)
3. Certificate that :- i) my spouse is not a Central Government servant.
ii) my spouse is a Central Govt. servant and that she/he has not claimed / will not claim children's educational allowance in respect of our child/children.
4. Certified that during the period covered by the claim the child attended the school regularly and did not absent himself/herself from the school without proper leave for a period exceeding one month.
5. In the event of any change in the particulars given above which affect my eligibility for children's educational allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made.

Note :- # Tuition Fees means Tuition fee, Admission fee, Lab. fee, Special fee charge agriculture, electronics, music or any other subject, fee charged for practical work under the program of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and for extra curricular activities.

The above details for two children only.

Place :

Date :

(Signature of the Govt. Servant)

Name :

Designation :

Mobile No. :