



National Centre for Radio Astrophysics
TATA INSTITUTE OF FUNDAMENTAL RESEARCH

Post Bag 3, Ganeshkhind, Pune University Campus, Pune – 411007, INDIA
Tel: +91 (20) 25719000; Fax: +91 (20) 2569 2149; Email: www@ncra.tifr.res.in

Children Education Allowance Scheme Reimbursement Claim

For the academic year from _____ to _____.

Certificate by the staff member

| | |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of applicant (in block letters) | |
| Designation | |
| Section | |
| CG. No. | |
| Current Pay | |
| Grade Pay | |
| Is your wife / husband employed | Yes / No , (If yes) |
| Particulars of employment. | a) Name of the employer : b) Pay : Rs. c) If he / she entitled to Reimbursement of Tuition fee / Education allowance or Similar benefits : Yes / No d) If, yes, whether for the Above period : Yes / No |

| Particulars | 1 - Child | 2 - Child | 3 - Child |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|
| (1) | (2) | (3) | (4) |
| A) Name of pupil | | | |
| B) Date of birth | | | |
| C) School/College | | | |
| D) Place | | | |
| E) Class / Year | | | |
| F) Is the School / College recognized | Yes/ No | Yes/ No | Yes/ No |
| G) Does the pupil receive any Government/ other Scholarship? If so please give details. | Yes/ No | Yes/ No | Yes/ No |
| H) Certificate from Head Master / Principal / Authorized Signatory of the School / College attached. | Yes/ No | Yes/ No | Yes/ No |
| I) Break up of fee paid i) Tuition Fee ii) Admission Fee iii) Laboratory Fee iv) Special Fee charged for agriculture, electronics, music or any other subject v) Fee charged for practical work vi) fees paid for use of any aid / appliance by the child vii) Library Fee viii) Games/Sports fee ix) Fee for Extra-curricular activities | Rs. | Rs. | Rs. |
| K) Uniforms = 2 sets Shoes = 1 set Textbook= 1 set Notebook = 1 set | Rs. | Rs. | Rs. |
| Total amount claimed: | Rs. | Rs. | Rs. |
| Grand Total of column (2)(3)(4) | | | Rs. |

I am aware of the following:

1. Certificate from the School Principal / Head Master / Authorized Signatory is mandatory for each claim.
2. All original receipts are enclosed.
3. Reimbursement will not be made in the case of unrecognized School / College.
4. Claims for reimbursement are to be submitted twice a year viz. April and October.
5. If the pupil is in receipt of scholarship, equivalent amount will be deducted from the reimbursement amount.
6. Reimbursement is limited to Rs. 1000/- per month (not exceeding Rs. 12,000/- per child per year).
7. If children's Education Allowance has been claimed, hostel subsidy cannot be claimed.
8. The staff member is eligible for reimbursement of tuition fee only for 2 children (3 if born before 31.12.1987.)
9. Reimbursement as indicated above will be applicable for expenditure on the education of school going children only i.e, for children from classes Nursery to Twelfth, including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Board of Education.

Declaration:

I do not receive Children's Educational Allowance from any other source for the child/children in respect of whom the reimbursement is claimed for this academic year.

The claim relates to my legitimate/legally adopted child/children wholly dependent on me. I undertake to refund the amount reimbursed to me to the Institute in case my child for whom reimbursement has been claimed and has been paid in advance, ceased to be a student or due to any other reasons by virtue of which reimbursement becomes inadmissible to me.

Date: _____.

(Signature of the applicant)

* Strike out whichever is not applicable.

** Merit Scholarship and Scholarships specifically earmarked for the purpose other than tuition fees/terms need not be mentioned.