



**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**

**APPLICATION FOR CHILDREN EDUCATION ALLOWANCE (CEA)/ HOSTEL SUBSIDY (HS)**

(DoPT OM No.A-27012/02/2017-Estt. (AL) dated 17<sup>th</sup> July 2018) as amended from time to time)

Sl.No.	PARTICULARS			
01	Name of the Employee			
02	Employee ID			
03	Designation			
04	School/Dept./Section			
05	<b>PARTICULARS OF CHILDREN</b>	<b>CHILD -1</b>	<b>CHILD -2</b>	<b>CHILD-3<sup>#</sup></b>
i)	Name of the Children/Student			
ii)	Date of Birth			
iii)	Class			
iv)	Academic Year			
v)	Name of the recognized School			
vi)	Address of the recognized School			
06	<b>Nature of Claim (Tick whichever is applicable)</b>			
i)	Education Allowance (CEA)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
ii)	Hostel Subsidy <sup>@</sup> ( PI also mention amount of claim for this column)	Yes <input type="checkbox"/> / No <input type="checkbox"/> Rs.	Yes <input type="checkbox"/> / No <input type="checkbox"/> Rs.	Yes <input type="checkbox"/> / No <input type="checkbox"/> Rs.
iii)	Divyang Child (if yes, enclose the proof of certificate)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
07	<b>Enclosure(s) for CEA : (Tick whichever is applicable)</b>			
	(a) Bonafide Certificate from Head of the School/Institute <b>or</b> (b) Self-attested final Report card <b>or</b> (c) Self-attested fee receipts	<input type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c)	<input type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c)	<input type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c)
	<b>Enclosure(s) for Hostel Subsidy: (Tick whichever is applicable)</b>			
08	<b>Subsidy:</b> (a) Bonafide Certificate from school mentioning the amount of expenditure towards lodging and boarding <b>or</b> (b) Self-attested copy of the report card and original fee receipt(s)/e-receipt(s)	<input type="checkbox"/> (a) <input type="checkbox"/> (b)	<input type="checkbox"/> (a) <input type="checkbox"/> (b)	<input type="checkbox"/> (a) <input type="checkbox"/> (b)

<sup>#</sup>in case the second child birth results in twins/multiple birth.

<sup>@</sup> Applicable only in respect of the Child studying in a residential education institution located at least 50KM away from the residence of the employee.

**Certified that**

- (a) My child/ children in respect of whom re-imbusement of CEA/ Hostel subsidy is claimed, is/are studying in the School/Jr. College which is/are recognized and affiliated to Board of Education/ University/ Govt. and wholly depended upon me.
- (b) My spouse is not an employee of Central Govt. /State Govt./Autonomous/PSU organization

**OR**

My spouse is an employee of Central Govt. /State Govt. / Autonomous/PSU organization and will not claim reimbursement of any Educational expenses in respect of our Children from his/her employer.  (Tick as appropriate).

- (c) I am claiming the above CEA/ Hostel Subsidy in respect of my two/ three# (as the case maybe) eldest surviving children only. The same has not been claimed earlier.

I further declare that the information furnished above are complete and correct. 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 CEA/Hostel Subsidy, I undertake to intimate the same promptly and also to refund excess payments if any made to me. 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.

Date:

Place:

**Signature of the Claimant/Employee**

**Name:**

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**For office use (Estt-I / Estt-II)**

The name(s) of Child/Children furnished by the employee are duly verified from the dependent records maintained in this section and eligible for CEA reimbursement.

**Junior Assistant/Junior Superintendent (Estt.)**

**Assistant/Deputy Registrar (Estt.)**

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**To**

**F&A Section: For necessary action**