



INDIAN INSTITUTE OF TECHNOLOGY - MADRAS
Chennai 600 036

**CLAIM FORM FOR REIMBURSEMENT OF CHILDREN EDUCATION
ALLOWANCE (CEA)**

CERTIFICATE FROM THE EMPLOYEE

I _____ (Name), Emp. ID _____
Designation _____ in _____
(Department / Section) do hereby certify that my Son / Daughter namely _____
_____ studied in Class _____
Sec _____ Roll No _____ during the previous academic year _____ (year)
in _____ School.

1) Certified that:

- i) My wife / husband is not a Central Government servant.
 - ii) My wife / husband is a Central Govt. Servant but she / he will not claim reimbursement of CEA in respect of our child/children
 - iii) My wife /husband is employed with _____ she / he is not entitled to reimbursement of CEA in respect of our child / children
- 2) Certified that the child / children mentioned has/have not being studying in the same class for more than two years.
- 3) The total number of children in respect of whom the hostel subsidy and children's educational allowance have been claimed does not exceed two.
- 4) In the event of any change in the particulars given above which effect my eligibility for reimbursement of CEA. I undertake to intimate the same promptly and also to refund excess payment, if any made.
- 5) Certified that my child / children is / are actually studying in a Recognized School and I am actually incurring expenditure on the tuition fee.
- 6) Certificate in the prescribed format, issued by the Head of the Institution / School, is enclosed.

Place:

Date:

Signature

Name: