



VALLABHBHAI PATEL CHEST INSTITUTE
UNIVERSITY OF DELHI,
DELHI-110007

Ref.: VPCI/Accts./CEA/2025-26/ 65

09th April, 2025

CIRCULAR

Subject: Children Education Allowance for the Financial Year 2024-25.

It is notified to all concerned employees of the Institute that the duly filled Children Education Allowance Form for reimbursement alongwith supporting documents for the Financial Year 2024-25 should reach to the Accounts Section latest by 11.04.2025 for payment.

This issues with the approval of the Competent Authority.


Assistant Registrar

Encls:

1. Form for reimbursement of Child Education Allowance.
2. Certificate for reimbursement of Child Education Allowance.

To:

- All Faculty & Staff.

Copy to

- P.S. to Director – for information to the Director, VPCI
- P.A. to Deputy Registrar – for information to the Deputy Registrar, VPCI
- Master Copy

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Master/Baby/Mr./Ms. _____

S/o/D/o _____ R/o _____

studied in Class _____ Section _____ of our School for the Academic Year _____.

It is also certified that _____ School is
recognized by the education authorities of _____ State (Non-
applicable for Govt. School and School run by Municipal Corporation Committee).

Principal/Headmaster/Headmistress

Seal of the School



VALLABHBHAI PATEL CHEST INSTITUTE

UNIVERSITY OF DELHI, DELHI - 110 007

REIMBURSEMENT UNDER CHILDREN EDUCATION ASSISTANCE ALLOWANCE

(Application form for reimbursement under Children Education Assistance Allowance Scheme in accordance with Ministry of Finance's O.M. No. 7 (1) E.H. (A)/64 dated 3rd June, 1964 as amended by Department of Personnel and Administrative Reforms' O.M. No. 18013/1/90 Estt. (Allowances) dated 31st December 1987 and Ministry of Personnel, Public Grievances and Pensions' O.M. No. 12011/03/2008 Estt. (Allowances) dated 2nd September 2008).

1. Name & Designation of Govt. Employee :
2. Date of Last Claim :
3. Period for which reimbursement was claimed :
4. Period to which present claim pertain :

5. DETAILS OF PRESENT CLAIM :

S. No.	Details	Particulars of 1st Eligible elder Child	Particulars of 2nd Eligible elder Child
(i)	Name of the Child/Children		
(ii)	School in which studying and location of school		
(iii)	Class in which studying		
(iv)	Reimbursement for monthly amount of tuition fee/special fee/ fee for practical work / fee paid for aid or appliance/library fee/ games fee/sports fee/fee for extra-curricular activities etc. (Original Receipts to be attached)		
(v)	Reimbursement for purchase of text books and note books/uniforms/shoes (Original Receipts to be attached)		
(vi)	Amount of scholarship received from other sources (A.B. Merit Scholarships specially earmarked for items other than details mentioned in 5 (iv) and (v) above).		
	Total (₹)		

Certificate

1. Certified that my child/children above mentioned at Point 5, in respect of whom reimbursement claimed is/are studying in the school(s) as mentioned at Point 5 (ii) and the reimbursement claimed as per Point 5 (iv) and (v) have actually been paid by me.
 - (i) My wife/husband is not a Government servant.
 - (ii) My wife/husband is in Govt. service and no reimbursement would be claimed by her/him.
 - (iii) My wife/husband is employed with She/He is not entitled for reimbursement mentioned at Point 5.
3. Certified that I have not claimed and will not claim Hostel Subsidy as per Ministry of Personnel, Public Grievances and Pensions O.M. No. 12011/03/2008-Estt. (Allowances) Dated 2nd September 2008 in respect of child/children mentioned at Point 5.
4. Certified that my child/children in respect of whom reimbursement of tuition fee is claimed is/are studying in the school which is/are recognised school(s) (not applicable to schools run by Central Governments/State Government/Municipal Committee/Panchayat Samiti/Zilla Parishad).
5. In the event of any change in the particulars above which effect my eligibility for reimbursement of tuition fee. I undertake to intimate the same promptly and also to refund excess payments, if any made.

Passed for ₹

CEA REGISTER PAGE NO.

Signature of Govt. Employee

Department / Section

Contact No.

Extn. No.

* Struck out which is not applicable.