

**HALL MANAGEMENT CENTRE  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

**Sub : Reimbursement of Children Education Allowances**

1. Certified that the children/child mentioned below in respect of whom reimbursement 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 A/Y : 20... - 20...	Total education allowance paid	Amount claim (Rupees)	Admissible Amount (Filled by Office)
1	2	3	4	5	
Name:		Class:			
DOB:		A/Y: 20.... - 20.....			
#Tuition fee - for the whole year 20.....20.....(to March 20.....) 1/11/111/IV term					
Purchase of Books (One set per child per annual year)					
Purchase of Note Books (One set per child per annual year)					
Purchase of Uniforms (Two set per child per annual year)					
Purchase of School Shoes (One set per child per annual year)					
Total to be filled In column 4 above					

# Note : Tuition fee means tuitions fee, admission fee, lab fee, special fee charged for agriculture, electronics, music or any subject, fees charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee for extracurricular activities.

2. Certified that the Education Allowance indicated against the child/children has actually been paid by me (receipts duly endorsed and enclosed)  
(Note: Copy of school fee card & Bank Challans paid up receipts purchase receipts in original are to be enclosed).

3. Certified that:

- i. My spouse is not a Central Government servant.
- ii. My spouse is a Central Government servant and that he/she not claimed/will not claim children's education 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 effect my eligibility for children's educational allowance, I undertake to intimate the same promptly and also to refund the excess payments, if any made.

Enclo. : Original receipt ( Nos. duly endorsed)

Date:

forwarded

Signature of the Warden with seal

\_\_\_\_\_  
(Signature of the Hall Employee)

Name : \_\_\_\_\_  
EC : \_\_\_\_\_  
Degn : \_\_\_\_\_  
Hall : \_\_\_\_\_

To  
The Chairman  
Hall Management Centre  
IIT Kharagpur