



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर- 831014,
NATIONAL INSTITUTE OF TECHNOLOGY, JAMSHEDPUR
(An Institution of National Importance under MHRD)

O.O. No. NITJSR/Estt./CD/2016-17/1052

Date 29/06/2016

All the Faculty and staff of this Institute are requested to submit the "Children Education Allowance and Reimbursement of Tution Fees" for each quarter (April-June, July-September, October-December and January-March) for academic year 2016-2017 by **15th of preceeding month in the Office of the Establishment Section {in this prescribed Form enclosed with this notification}**.

All are requested to submit the authentic bills/voucher (preferably with VAT) of authorised shopes (Meant for particular items) to avoid audit para/further complications. The controversial bill/voucher will not be entertained.

It will not be possible to process the CEA & Reimbursement of Tution Fees etc, for those who would not submit within the stipulated time. **It should be followed strictly.**

[Signature]
25/6/2016
Registrar (I/c).
[Signature]
29/06/16
Dated 29/06/2016

Memo No. NITJSR/Estt./CD/2015-16/1052

Copy forwarded to:-

01. The Office of the Director, NIT, Jamshedpur, for favour of kind information
02. The Office of All Dean's/HOD's/HOC's/HOS's, NIT, Jamshedpur
03. Office of the Dy. Registrar, NIT, Jamshedpur.
04. All Wardens through Chief Wardens of Up Hostel & Down Hostel, NIT, Jamshedpur.
05. The Office of the Finance Officer, NIT, Jamshedpur.
06. The Office of the PIC Institute Website, NIT, Jamshedpur alongwith the prescribed form of CEA & Reimbursement of Tution Fees, for kind information and necessary action.

[Signature]
29/6/2016
Registrar (I/c).
[Signature]
29/06/16



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
Jamshedpur – 831014, Jharkhand, India
(An Institute of National Importance under MHRD, Govt. of India)

CLAIM FOR REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE/HOSTEL SUBSIDY.

(Admissible for child/Children studying in Nursery class to 12th class)

{See Government of India, Ministry of Personnel Public Grievances & Pensions,
Department of Personnel & Training OM No. 12011/03/2008 dated 02.09.2008}

1. Name of the Employee :-
2. Designation :-
3. Employee Code :-
4. Department/Centre/Section:-

5. Particulars of Child/Children for whom reimbursement is claimed (maximum for two Children:-

S. No.	Name of the Child/Children	Date of Birth	Class/ Standard in which studying	Academic Year	Name and Address of the School	Yearly for the Academic year 2015-2016

6. Breakup of the amount claimed (Please enclose original cash receipt/counterfoil of the Bank Credit Voucher in support of each item of expenditure)

(a) For Child at Sl. 1 :-

S. No	Description of amount paid	Original Receipt No.	Date	Amount paid (₹)	Amount claimed (₹)
1.	Fee* (From.....to.....)				
2.	Purchase of Test Book (One set per child per year)				
3.	Purchase of Note Book(One set per child per year)				
4.	Purchase of Uniforms (Two sets per child per year)				
5.	Purchase of School Shoes (One set per child per year)				
		Total			

Cont...

(b) For Child at Sl. 2:-

S. No	Description of amount paid	Original Receipt No.	Date	Amount paid (₹)	Amount claimed (₹)
1.	Fee* (From.....to.....)				
2.	Purchase of Test Book (One set per child per year)				
3.	Purchase of Note Book(One set per child per year)				
4.	Purchase of Uniforms (Two sets per child per year)				
5.	Purchase of School Shoes (One set per child per year)				
		Total			

*Fee includes tuition fee, laboratory fee special fee charged for agriculture, electronics, music or any other subject, fee charged for practical work under the programmed of work experience, fee paid for the use of any aid or appliance by, library fee, games/sports fee and fee for extra-curricular activities.

CERTIFICATE

1. Certified that the child/children for whom the reimbursement is being claimed, is/are wholly dependent upon me.
2. Certified that the amount being claimed has actually been paid by me and the same has not been claimed by me earlier.
3. Certified that my wife/husband is not employed in Cent./State Govt./PSU.

Or

Certified that my wife/husband is employed in central Govt./State Govt.PSU and that she/he has not/will not claim any Children Education Allowance/Hostel Subsidy from her/his office/department.

4. Certified that the original cash receipt/counterfoil of the Bank Credit Voucher in support of each item of expenditure claimed have been submitted by me.
5. Certified that the facts and figures given in this claim are true to the best of my knowledge and belief and in the event of any change in the particulars given by me which affect my eligibility for the children Educational Allowance/Hostel Subsidy, I undertake to intimate the same promptly and would refund excess payment, if any.

Place:

Date:

Signature of the Employee