



JAMIA HAMDARD
(Deemed to be University)
Hamdard Nagar, New Delhi-110062

PROFORMA FOR REIMBUREMENT OF CEA/TUITION FEE

I hereby apply for the reimbursement of Children Education Allowance/Tuition Fee for my child / children and relevant particulars are furnished below:-

1.	Name the Employee	:	
2.	Employee Code No.	:	
3.	Designation	:	
4.	Name of the School/Deptt./Section	:	
5.	If spouse is employed, state whether in Central/State Govt., PSU etc. (give details)	:	
6.	Name, Designation, and Office Address of the spouse.	:	
7.	Period for which CEA/Tuition Fee is claimed: From: April / October _____ to: September / March _____		

8. Details of the child / children for whom CEA / Tuition Fee is claimed:-

S.No.	Name of Child	DOB	Class in which studying	Name & Address of the School/ Institution	Total CEA *Paid	Amount to be reimbursed
1 st Child						
2 nd Child						
Total amount claimed Rs.						

**Please attach fee receipt in original.*

CERTIFICATE

1. Certified that the child/children mentioned above in respect of whom reimbursement of CEA /Tuition Fee claimed are wholly dependent upon me.
2. Certified that CEA/Tuition Fee mentioned against child/children has actually been paid by me.
3. Certified that my child/children in respect of whom re-imburement of Children Education Allowance is claimed is/are studying in the School/Institution, which is recognized and affiliated to Board of Education.

(Signature of Employee)