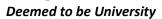
## Thapar Institute of Engineering & Technology





## **Application Form: Reimbursement of Children Education Allowance**

Name : Department / Section : Date of Joining (Regular)		:	Designation : Employee Code :		
	•	ase also sign the declaration obver	se		
Particu	lars of Child				
Name : Date of Birth :					
Class : School			:		
Period	for claim (Checl	k "Ouarter")			
	il – June		ober – December	January – Marc	1
Amou	nt Claimed				
SN		Particulars	Bill No. & D	ate	Amount
1	Tuition Fee*				
2	Purchase of Text	Books (One Set/per child/per year)			
3	Purchase of Note	e Books (One Set/per child/per year)			
4	Purchase of Uniform (Two Sets/per child/per year)				
5	Purchase of Scho	ool Shoe (One Set/per child/per year)			
				TOTAL	
fee char	Declaration Original Bills  Tuition Fee means – ged for practical wo	-Tuition Fee, Admission Fee, Lab. Fee, Spent under the programme of work experient rextra-curricular activities			
		Checked by H	uman Resources		
Date	Pate : Verified by :		CHRO :		
		To be filled	by A/C Section		
Passed for Rs (Ir			•	on account of Children	
	ation Allowance.				
Date :		Checked by :		Finance Officer :	

## DECLARATION

## I hereby declare that

- a) The children/child mentioned above in respect of whom reimbursement of Children Education Allowance is claimed are wholly dependent upon me.
- b) During the period covered by the claim the child attended the school regularly and did not absent himself/herself from school without proper leave for a period exceeding one month.
- c) In the event of any change in the particulars given above which affect my eligibility for Children's Educational Allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made.
- d) The claim does not include any item other than those indicated against S No. (a) to (e) under 8 above.
- e) The above expenses have not been claimed for Income Tax Benefits.
- f) The reimbursement of the above expenses has not been claimed by the spouse who is also a Govt. Servant (This is applicable in case both the spouses are Govt. Servants).
- g) The facts and figures given in the reimbursement bill are true to the best of my knowledge and belief.

Place:	Signature of Employee :
Date :	Name :