

**IISER BHOPAL**  
**(Reimbursement of Children Education Allowance)**

- 1) Name of the Employee : \_\_\_\_\_  
 2) PF No. : \_\_\_\_\_  
 3) Department / Section : \_\_\_\_\_  
 4) Period of claim from : \_\_\_\_\_ To : \_\_\_\_\_  
 (Quarterly)

A) Name of the Child	:	_____
B) Name of the recognized school & Registration No. Of the school		_____
C) Class & Section		_____
D) (1) Fees Paid		_____
(i) Tuition Fee		_____
(ii) Admission Fee		_____
(iii) Special Fee ( )		_____
(iv) Fee for practical work		_____
(v) Fee for use of any aid / appliance		_____
(vi) Library Fee		_____
(vii) Games / Sports Fee		_____
(viii) Fee for extracurricular activities		_____
(2) Cost of text books		_____
(3) Cost of note books		_____
(4) Cost of uniforms		_____
(5) Cost of school shoes		_____
(6) <b>Total Claim for reimbursement</b> (Sl.No.-D1 to Sl.No.-D5)		_____
E) Hostel Subsidy (for lodging & boarding)		_____
TOTAL Hostel Subsidy (D6+E)		_____

- 1) Certified that my ward mentioned above, in respect of whom the reimbursement is claimed, is studying in a recognized school.  
 2) Certified that my spouse has not claimed / is not claiming any reimbursement as above.

Signature of the claimant  
Date :

Dealing Asstt.

Registrar

Pay Rs. \_\_\_\_\_

Finance Officer

(2)

**Instructions**

- 1) Under Children Education allowance scheme an employee can avail reimbursement of Rs.1000/- per month per child subject to the annual ceiling of Rs.12000/- per child up-to a maximum of tow children.
- 2) Hostel subsidy will be reimbursed up-to the maximum limit of Rs.3000/- per month per child subject the maximum of two children. Hostel Subsidy includes expenses incurred by the employee if he has kept his child in the hostel of a residential school away from the station at which he is posted / or residing.
- 3) However the Hostel Subsidy and Children Education Allowance can not be availed concurrently.
- 4) Under the scheme, reimbursement can be claimed once in every quarter in the prescribed format which will accompany self certified original receipt in support of the claim for reimbursement. The claim for reimbursement per quarter may vary but should not exceed maximum annual ceiling prescribed.
- 5) Reimbursement of Children Education allowance and Hostel Subsidy will be applicable for expenditure of school going children only i.e. for children from nursery to twelfth.
- 6) 'Year' means financial year from 1<sup>st</sup> April to 31<sup>st</sup> March.
- 7) Above reimbursement is taxable under income tax rule.