**Hkk-d`-vuq-i-&Hkkjrh; e`nk foKku laLFkku**

uchckx] cSjfl;k jksM] Hkksiky & 462038

**ICAR-Indian Institute of Soil Science**

**Nabibagh, Berasia Road, Bhopal – 462 038 (M.P.)**

Tel. No.(0755)2730970/2734221 (Ext. No. 233 & 256) Fax. No. (0755) 2733310

**Ckky f’k{k.k HkRrk@gkWLVy lfClMh ds nkos ds fy, vkosnu (gj cPps ds fy, vyx QkWeZ Hkjsa½**

**Application for claiming Children Education Allowances/Hostel Subsidy (Separate form to submit for each child)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **deZpkjh dk uke] in o izHkkx**  **Name, Designation & Division of the employee** | | | | **uke %**  **in%**  **izHkkx %** | |
| **2.** | **deZpkjh dk bZ- vkj- ih- la[;k@ Employee ERP Number** | | | |  | |
| **3.** | **cSad vdkmaV C;kSjk@Bank Account Details (Account No., Branch Name & IFSC)** | | | |  | |
| **4.** | **cPps dk uke ,oa d{kk ftlds fy, HkRrs dk nkok fd;k x;kgS@Name of Child & Class forwhich Allowance has been claimed** | | | |  | |
| **5.** | **cPps dh tUefrfFk@Date of Birth of the child** | | | |  | |
| **6.** | **fon~;ky; dk uke o irk**  **Name of School with Address** | | | |  | |
| **7.** | **og LFkku tgkWa ljdkjh deZpkjh jg jgk gS ¼gkWLVy lfClMh nkos gsrq½@Place where the Govt. servant is residing (For claiming Hostel Subsidy)** | | | |  | |
| **8.nkok dh xbZ fofHkUu jkf’k;ksa dk C;ksjk Details of various amounts claimed:** | | | | | | |
| **Ø-la-**  **S.N.** | | **C;ksjk**  **Description** | **vof/k**  **Period** | **jlhn la[;k vkfn@Receipts No. etc.**  **(Self verified Xerox or printout screenshot of paid receipts to be submitted)** | | **Hkqxnku dh xbZjkf’k**  **Amount Paid** |
| **1.** | | **fon~;ky; Qhl**  **School Fee** |  |  | |  |
| **2.** | |  |  |  | |  |
| **3.** | |  |  |  | |  |
| **4.** | |  |  |  | |  |
| **5.** | |  |  |  | |  |
| **dqy ;ksx Total\*** | | | | | |  |

**eSa ;g izekf.kr djrk@djrh gw¡ fd** I Certify that **%&**

**1-esjs igys nks cM+s thfor cPps tks fd iw.kZr ;k eq> ij vkfJr gSa ,oa izfriwfrZ ds ik= gSa] esjs }kjk mudh f’k{kk ij O;; fd;k x;k gSA**

**The above expenditure incurred by me on the education of my two eldest surviving children wholly dependent upon me and eligible for reimbursement.**

**2- Ldwy ds izkpk;Z ds }kjk tkjh ewy izek.k&i= ;k Ldwy dks fon~;ky; dh Qhl tek djkus laca/kh Lo&izekf.kr jlhnsa@Qhl dkMZ layXu gSaA**

**The original certificate issued by the Principal of the school or self-attested receipts/fees card regarding deposit of school fees to the school are attached.**

**3- esjh iRuh@ifr mijksDr vkosfnr cky f’k{k.k HkRrs@gkWLVy lfClMh ds fy, vius foHkkx es ankok ugha dj jgs gSaA**

**My wife/husband is not claiming any C.E.A./Hostel Subsidy from his/her department.**

**4- esjs }kjk ,d gh d{kk ds fy, nqckjk cky f’k{k.k HkRrs@gkWLVy lfClMh ds fy, nkok ugha fd;k x;k gSA¼;fn cPpk vuqRrh.kZ gks tkrk gS rks cPps dk ijh{kk ifj.kke layXu fd;k tk,xkA½**

**The CEA/ Hostel Subsidy is not claimed by me for the same class.(The result of the examinationwill be attached if the child is failed).**

**5- nkos dh vof/k esa esjk cPpk fu;fer :i ls fon~;ky; x;k Fkk o fon~;ky; dh vuqefr ds fcuk ,d ekg ls vf/kd vuqifLFkr ugha jgkA**

**During the period covered by the claim the child attended the school regularly and did not absent from the school without proper leave for a period exceeding 1 month.**

**6- esjs }kjk izLrqr mijksDr C;ksjs esa fdlh izdkj dk ifjorZu gksrk gS]ftlls esjh cky f’k{k.k HkRrs dh ik=rk izHkkfor gksrh gS rks eSa ;g opu Hkh**

**nsrk@nsrh g¡wa fd eSa bl ckjs esa “h 'kh?kzrk ls voxr djkrs gq, eq>s vf/kd Hkqxrku gqbZ jkf’k”dks ykSVk nw¡xk@nw¡xhA**

**In the event of any change in the particulars given above which affect my eligibility for Children Education Allowance. I undertake to intimate the same promptly and refund excess payment, if any made to me.**

**layXuEncls :……………………………**

**fnuk¡dDate%……………………………**

**ljdkjh deZpkjh ds gLrk{kj fnukWad lfgr**

**Signatures of the employee with date**

**Email id :**

**Contact No. :**

**laLFkku ds izeq[k@fon~;ky; iz/kku ds }kjk izek.k&i=¼cky f’k{k.k HkRrs@gkWLVy lfClMh nkos gsrq½**

**CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL(FOR CLAIMING CEA/HOSTEL SUBSIDY)**

**lanHkZ la[;k@Ref. No. …………… fnuk¡d@Date : ………………….**

**;g izekf.kr fd;k tkrk gS fd bl fon~;ky;@laLFkku ds fjdkWMZ ds vuqlkj ekLVj@dqekjh¼fon~;kFkhZ dk uke½-------------------------------------------------------------------------------------------------------------------------------------- izos’k la[;k----------------------------] tUefrfFk --------------------------------------------- tks Jh@Jherh ------------------------------------------------------ ds iq=@iq=h gSa] og fiNys f’k{kf.kdo’kZ ---------------------------------- esa] bl fon~;ky; ------------------------------------------------lac) iathdj.k la[;k@dksM -------------------------- ,oa iSVuZ -------- dfjD;wye --------------------------------------------------------------- dh d{kk -------------------------------------] oxZ ----------------------------] jksy uacj ---------- esa fnukWad --------------------- ls -------------------- rd v/;;u dj jgk Fkk@jgh FkhA**

**It is certified that as per record of this school/institution, Master/Kumari (Name of student)………………………………………………………………………………………….…. having Admission No. ……………………. D.O.B………………………………, Son/Daughter of Mr/Mrs …………………………………….………………. was studying in Class ………… Section …………… Roll No…………… during the previous academic year from…………………to…………………………….…… in this school/institution, namely ……………………………………………………………………. vide affiliation Regd. No./Code………………and Pattern………………….………………..Curriculum………………**

**LFkku@Place:-**

**fnuk¡d@Date:-**

**iz/kkukpk;Z@laLFkku@fon~;ky; izeq[k ds gLrk{kj**

**Signature of Principal/Head of Institution/School**

**(fon~;ky;@laLFkku dh eqgjAffix School Stamp)**