



{OFFICE OF THE REGISTRAR}

NIT/HMR/ADMN/227/2019/ 2112-35

Dated : 12-2-2019

OFFICE ORDER

Consequent upon the revision of allowances by Ministry of Human Resource Development of Higher Education, New Delhi vide letter No. 15-4/2017-TC dated 31st January 2019 and Corrigendum dated 1st February 2019, the allowances are revised for the employees of this Institution as per 7th CPC. w.e.f. 01/07/2017.

Further, the claim of Children Education Allowance (CEA) shall be submitted by the Employees of this Institution by producing a Certificate (format attached) from the Head of the Institution where the ward of the employee studies for the period/year for which claim has been preferred. The certificate should confirm that the child studied in the school during the previous Academic year as per DOPT letter dated 16th August 2017 and 17th July 2018.

This has been issued with the prior approval of the Competent Authority.


REGISTRAR
NIT HAMIRPUR 12/02/19

Copies to:-

1. Director, NIT Hamirpur.
2. All Deans/All HODs & HOCs
3. In-charge Library/Medical Officer/XEN Workshop Superintendent
- ✓ 4. FI (CC) for uploading the CEA format on the Institute Website for circulation among the employees of the Institution.
5. Deputy Registrar (Accounts & Audit) along with aforesaid letters for necessary action.
6. Chief Warden, Hostel for information please.
7. PA to Registrar and PS to Director for kind information and record.


REGISTRAR
NIT HAMIRPUR

CERTIFICATE FROM THE HEAD OF INSTITUTION /SCHOOL

(FOR REIMBURSEMENT CEA)

Ref No.....

Date:

It is certified that Master/ Kumari _____ having
Admission No _____ D.O.B _____ Son / Daughter of Mr
/Mrs. _____ was studying in Class _____
Sec _____ Roll No. _____ during the Previous Academic
Year from _____ To _____ School / Institution, namely
_____ vide
affiliation Regd No. / Code _____ and
pattern _____ Curriculum.

Place: _____

Date:- _____

Signature of principal

(Affix School Stamp)



FORM CUM SELF- CERTIFICATE FOR CLAIMING OF CHILDREN EDUCATION ALLOWANCE UNDER DOPT
LETTER NO. (A-27012/02/2017-Estt.(AL) DATED 16TH August 2017 and dated 17th July 2018.

1.	Name of the applicant				
2.	Designation				
3.	Pay Level as per 7 th CPC				
4.	Date of last claim				
5.	Period for which reimbursement was claimed				
6.	Period to which present claim pertain				
7.	Certified that Child/Children mentioned below in respect of Children Education Allowance Scheme is claimed is/are wholly dependent upon me:				
		Child No. 1	Child No.2	Child No. 3	Remarks
a)	Name of Child/Children				CERTIFICATE FROM THE HEAD OF INSTITUTION /SCHOOL attached
b)	Date of Birth				
c)	School in which studying				
d)	Class in which studying				
8.	CEA Details				
	Sequence	Period	Rate of CEA	Amount claimed	Remarks
	1 st Child				
	2 nd Child				
	3 rd Child				
	Total Rs.				
9	Certified that :-				
	(a)	My Wife/husband is not a Central/State Government servant.			
	(b)	My wife/husband is a Central/State Government servant and she/he will not claim reimbursement of Children Education Allowance Scheme in respect of child mentioned above.			
	(c)	My wife/husband is employed with _____ she/he is./is not entitled to reimbursement of Children Education Allowance Scheme in respect of our child/children.			
9	Certified that during the period covered by this Claim the child attended the school regularly and did not absent himself/herself from the school without proper leave for a period exceeding one month.				
10.	In the event of any change in the ; particular given above which affect any eligibility for reimbursement of Children Education Allowance Scheme, I undertake to intimate the same promptly and also to refund the excess payment, if any made.				
11.	Certified that I have only Two surviving Children and Children Education Allowance is being claimed by me in respect of my _____ Child/Children only				
12.	Bank Account Number:				

**SIGNATURE OF THE
GOVERNMENT SERVANT**

For office use

Bill sanctioned and Passed for Rs. _____
(Rupees) _____ only.

Dealing Asstt.

Supdt.

DR(Accounts)

DDO,
NIT, Hamirpur (HP).