

UNIVERSITY OF JAMMU

CIRCULAR

To claim Children Education Allowance/Hostel Subsidy for the academic year 2022-23 (for first two surviving children), all the employees (teaching/non-teaching) are advised to fill in the enclosed Proforma 'A' duly authenticated by the concerned Rectors/Directors/ HoDs/Branch officers & Proforma 'B' duly issued by the Head of the Institution/School of their child alongwith family details form as per Performa 'C' and submit the same to the **Deputy Registrar (Adm. TW)/Assistant Registrar (Estab)** for further necessary action upto 31st March, 2023 for onward submission to the Finance Wing.

Encl: 03 leaves

No: Estab/23/ 32337-436

Dated: 10-03-2023

Copy to :

1. Special Secretary to the Vice-Chancellor for kind information of the Vice-Chancellor
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies/Dean Planning & Development/Registrar/Controller of Examinations/DCD/DDE/DIQA for information
3. All Rectors / Directors of the Offsite Campuses of the University
4. Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Students Placement/I/c Librarian (Dhanvantri Library)
5. All Heads/Directors of the Teaching Departments of the University
6. I/c Administrator, General Zorawar Singh Auditorium
7. Sr. P.A. to the Joint Registrar (Finance/ DDE)
8. I/c Computer Centre / I/c University Website/Coordinator Campuses
9. Programme Coordinator (NSS)
10. All Wardens of University Hostels
11. All Dy. Registrars/SE/EXEN/ I/C Media Cell / Manager Guest House
12. Chief Medical Officer
13. All Assistant Registrars
14. Chief Security Officer
15. All Sections/Guard File
16. Manager Guest House
17. Security Officer
18. All Sections
19. Guard File

Basantia
REGISTRAR
Basantia 09/03/23

PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE/HOSTEL SUBSIDY FOR THE ACADEMIC YEAR: _____.

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

| | | | |
|----|--|---|--|
| 1. | Name of the Employee | : | |
| 2. | P.F. No./Employee No. | : | |
| 3. | Designation | : | |
| 4. | Present Department/Office | : | |
| 5. | Name of Spouse | : | |
| 6. | If spouse is employed, State whether in Central Govt., PSU, State Govt. (give details) | : | |
| 7. | Name , Designation and Office address of the Spouse. | | |

8. Details of the children for whom CEA/Hostel Subsidy claimed:

| Sl. No. | Sequence | Name | DOB | Age |
|---------|-----------------------|------|-----|-----|
| 1. | 1 st Child | | | |
| 2. | 2 nd Child | | | |
| | | | | |

9. Name of School/Residential School and Class in which children studied:

| 1 st Child | 2 nd Child |
|-----------------------|-----------------------|
| | |

10. Distance of Hostel of child from residence of employee (in case Hostel Subsidy is claimed)_____.
11. The Academic year for which CEA /Hostel Subsidy is applied now: _____
12. (a) Whether the child for whom the CEA is applied for is a disabled child: YES/NO
(b) If yes, indicate the nature of disability:
(c) Date of disability certificate.
(d) Indicate the percentage of disability:
14. Whether the Bonafide certificate from Head of Institution has been attached : Yes/No.
15. For Hostel Subsidy, the Bonafide certificate from mentioning the amount is attached: Yes/No

16. If Yes at Item No. 15, Amount claimed for Hostel Subsidy:.....
17. (i) Certified that the fee/amount indicate above had actually been paid by me.
(ii) Certified that my wife/husband is/is not a Central Government Servant.
(iii) Certified that my husband/wife Sri/Smt:..... is presently working as : inand that he/she shall not apply/has not applied for the Children Education Allowance for the child mentioned above.
(iv) Certified that I or my wife/husband has not claimed this re-imbursement from any other source and will not claim the same in future.
18. Certified that my child in respect of whom reimbursement of Children Education Allowance is applied is studying in the School/Jr. College which is recognized and affiliated to Board of Education/University.
19. The information furnished above are complete and correct and I have not suppressed any relevant information. In the event of any change in the particulars given above which affect my eligibility for reimbursement of Children Education Allowance, I undertake to intimate the same promptly and also to refund excess payments if any made. Further, I am aware that if at any stage the information/documents furnished above is found to be false, I am liable for disciplinary action.

Signature:

Name:

Design :

Date:

The details of child/children for whom the present claim is submitted by the official has been verified from the official records and found correct.

**Signature of Administrative Authority
with office stamp**

BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL

This is to certify that Master/Baby/Mr./Miss
Son/ daughter of Sri/Smt.....Roll No.....
Admission No..... is a bonafide student of this school and studied in
Class..... during the academic year and as per
School records his/her date of birth is

**This is further certified that during the year Master/Baby/ Mr./
Miss..... had resided in the residential complex
(Hostel) of the school and paid an amount of Rs..... towards
boarding and lodging in the residential complex.

This Institution/School is affiliated to/ recognized by.....
vide affiliation/recognition Number

Dated:
Place:

Signature Head of the
Institution/School
(with Stamp and seal)

** (Strike out it if not applicable)

Peforma - C
FORM-3 (Details of Family)

Details of Family for Unmarried/married Government Servants :

1. Name of the Government servant _____
2. Employee No _____
3. Designation _____
4. Place of posting/working _____
5. Date of Birth (as entered in the Service book) _____
6. Date of appointment _____
7. If Divyang, please state – Yes/No. If Yes, please provide documentary evidence.
8. Details of family as on _____

| S.No. | Name of member of family | Date of birth | Occupation | Initial of Government Servant | Initial of Head of Office/DDO |
|-------|--------------------------|---------------|------------|-------------------------------|-------------------------------|
| 1. | 2. | 3. | 4. | 5. | 6. |

(A) For unmarried Government Servant :

1. Father (Name _____)
2. Mother (Name _____)
3. Dependent Sisters alongwith their marital status (Name/s & age _____)
4. Dependent Brothers (Name & age _____)

(B) For married Government Servant :

1. Wife in the case of male Officer (Name _____)
2. Husband in the case of Female Officer (Name _____)
3. Daughter(s) (Name/s in order of their ages alongwith their marital status _____)
4. Son(s) (Name/s in the order of their ages alongwith their marital status _____)
5. Dependent Brother(s)/Sister(s) (Name/s, ages & their marital status _____)
6. Father (Name _____)
7. Mother (Name _____)

Place _____

Dated _____

Signature of the University Employee