

**UNDERTAKING BY UNIVERSITY EMPLOYEE FOR CLAIMING EDUCATION ALLOWANCE
FOR THE FINANCIAL YEAR 20 - 20**

Certified that :-

i) I have opted for re-imburement of Education Allowance in r/o my following children

a) _____

b) _____

ii) That during the session 20 - 20 they are studying in the following school/Instituions:

Child Name	Class/Course	Name of School/Institution	D.O.B.	Remarks

iii) That I am paying his/her their fee to the above School/Institution at the following rate and further that I am spending the amount shown against each for their books/stationary/dress kit/transportation charges etc. as under:

Child Name	School/Institution Fee	Other expenses i.e. books/Stationary/ Dress kit/transport charges

iv) That for the Academic Session 20 - 20 , I may be paid the Education Allowance as at Sr. No. (iii).

v) That in case my above named wards discontinue his/her Studies University will be informed accordingly.

vi) Whether the spouse is also in service(YES/NO_____) if yes attach an undertaking from the spouse duly countersigned by his/her employer to this effect that he/she has not claimed/will not claim the Education Allowance from his/her department.

vii) That in case it is found at any stage that the amount claimed by me is not covered under the Education Allowance Scheme, I will refund the same to the University.

Dated : _____

Signature: _____

Name: _____

Designation: _____

Employee Code: _____

Deptt/Branch: _____