Computer Centre
Visva-Bharati
09
08/04/2026

गणना विभाग / लेखा कार्यालय / ACCOUNTS OFFICE

विश्वभारती / विश्वभारती / VISVA-BHARATI

NOTICE

This is to notify for all concerned that the re-imbursement of Children education Allowance in terms of UGC letter No. F.11-1/2017 (CU) dated 7th May 2019 and subsequent communications will be paid on submission of duly filled up claim form. All are requested to follow the guidelines for filling up the enclosed form. Duly filled in claim form for the year 2025-26 along with required enclosures is to be submitted to the Accounts Office by April 30, 2026.

The Principals of all Bhavanas/the Heads of all Departments/Heads of the Offices/the In-charge of all Sections are requested to bring this to the notice of all concerned of the respective Bhavanas/Departments/Offices/Sections.

08/04/26

Joint Registrar (In-charge, Accounts)
Visva-Bharati

06/04/26
06/04/2026

Ref. No. ACT/104/2026-27.
Date: April 06, 2026.

Copy to:

1. All Directors / Principals of Bhavanas/Sadanas/Vibhagas, Visva-Bharati.
2. The Finance Officer / The Registrar / The Internal Audit Officer, Visva-Bharati
3. Heads of all Academic Departments/In-charges of the Centres, Visva-Bharati.
4. JR & CS to Hon'ble Upacharya for information of the Upacharya.
5. All Joint Registrars / Deputy Registrars / Assistant Registrars / Section Officers, Visva-Bharati.
6. In-charge, Computer Centre— to upload on the University website.

08/04/26

Joint Registrar (In-charge, Accounts)
Visva-Bharati

06/04/26
06/04/2026

VISVA-BHARATI

REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

[Ref:-DOPT, O.M. No. A-27012/02/2017-Estt.(AL) dated 17.07.2018]

Name of the Govt. Servant: ..... ID NO: .....

Designation: ..... Dept. .....

Account Number: ..... Contact No. : .....

Name of the Child & Date of Birth	School in which studying	Class in which studying & Academic year **	Total Education allowance paid	Total amount of reimbursement claimed
1	2	3	4	5
1)				
Tuition fees* for the session /I/II/III/IV-Qtr.				**Rs.**
		Total to be filled in column 4 above		**Rs.**
2)				
Tuition fees* for the session /I/II/III/IV-Qtr.				**Rs.**
		Total to be filled in column 4 above		**Rs.**

Certified that—

1. the educational fees/expenses indicated against the child/children (two eldest surviving children only, except when the number of children exceeds two due to second child birth resulting in multiple birth) has actually been paid by me (Receipts enclosed);
2. (i) my spouse is not a Central Government Servant, and/or,
   (ii) she/he has not claimed/will not claim children's educational allowance in respect of our child/children;
3. the period covered for the claim, the child attended the school regularly and did not absent himself/herself/themselves from the school without proper leave for a period exceeding one month;
4. (a) my child/children in respect of whom CEA is applied, is/are/was/were studying in the school which is/are recognised/affiliated to board of education/university etc.;
   (b) In case the child for whom CEA is applied for is a disabled child, I have attached relevant certificate in this regards;
   (c) For hostel subsidy, I have attached bonafide certificate from the head of institution;
5. In the event of any change in the particulars given above which affect my eligibility for children's educational allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made.

Note:- * Tuition fee means tuition fee, admission fee, examination fee, Laboratory fee, Vidyalayavikasnidhi charged by kendriyavidyalaya, special fee charged for agriculture, electronics, music or any other subject. Fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee for extracurricular activities.

** Length of session with month and year to be mentioned.

I .....(Name of the employee) certify that the children/child mentioned above in respect of whom re-imbursement of CEA is claimed are/is wholly dependent on me.

Place: .....

Date: ..... (Signature of the employee)

Enclosed:

(a) Original of school fee book & bank challans/purchase receipts;

(b) **Family statement issued by Establishment Section, V.B.**

06/04/26

06/04/2026