National Institute of Plant Genome Research

CHILDREN HOSTEL SUBSIDY (CLAIM FORM)

1. Certified that my Child/Children mentioned below in respect of whom hostel subsidy is claimed is/are wholly dependent upon me and I am compelled to send my chilled/children away from the place of my posting/residence due to non-availability of the School of the requisite standard at the station of my posting/residence or due to non-availability of a vacancy in such a school at the station of my posting/residence :

Name of the Child & date of birth	School/College in which studying*	The place where the Govt. servant is residing	Class in which studying	Monthly Hostel Subsidy Admissible	Amount of allowance claimed for the period from _____ to _____ .
(1)	(2)	(3)	(4)	(5)	(6)
1)					
2)					

*certificate from the head of the School attached

2. Certified that :
   a. My wife/husband is not a Public/Government servant
   b. My wife/husband is a Public/Government servant and she/he will not claim hostel subsidy in respect of our child/children.
   c. My wife/husband is employed with _____. She/he will not claim hostel subsidy in respect of our child/children.

3. Certified that the hostel fees had actually been paid by me. (self verified original receipts are to be attached with the claim)

4. Certified that during the period covered by this claim, the child/children attended the school(s) regularly and did not absent himself/herself from the school(s) without proper leave for a period exceeding one month.

5. Certified that my child/children in respect of whom reimbursement of hostel subsidy is claimed is/are studying in the schools(s) which is/are recognized school(s) (Not applicable to schools run by Central Government/State Government/Union Territory Administration/Municipal corporation/Municipal Committee/Panchayat Samiti /Zilla Parishad).

6. Certified that I or my wife/husband have/has not claimed and will not claim the Children Education Allowance in respect of the child/children mentioned above.

7. I undertake to inform the Institute forthwith in the event of my withdrawing the child from the hostel and also in the event of there being any change in the particulars mentioned earlier.

Signature
Name in Block Letters_____
Designation_____

Claim of Dr./Sh./Ms._____ on account of Hostel subsidy in respect of his wards as mentioned overleaf for the period from _____to _____restricted to Rs._____, may be considered for approval.

J.M.A

Administrative Officer

COA

_____

(FOR FINANCE AND ACCOUNTS SECTION)

Passed for payment of Rs._____/- (Rupees_____only)

JMA

Finance Officer

Received a sum of RS._____(Rupees_____only)

Signature of the claimant

INSTRUCTION

a) Hostel subsidy can be availed of for a maximum of 2 children
b) Reimbursement as indicated above will be applicable for expenditure on the education of school going children only i.e. for children from classes nursery to twelfth, including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Boards of Education.
c) Hostel subsidy shall have no nexus with the performance of the child in his class. In other words, even if a child fails in a particular class, the Hostel subsidy shall not be stopped
d) Hostel subsidy will be reimbursed upto the maximum limit of Rs.3,000/- per month per child subject of maximum of 2 children. However, both hostel subsidy and Children Education Allowance **cannot** be availed concurrently
e) In case both the spouses are government servants, only one of them can avail reimbursement against hostel subsidy.
f) Children attending day-boarding, whether attached to schools or not are not eligible to draw hostel subsidy.

CERTIFICATE   FROM   SCHOOL

Certified that Master…………………………………… S/O Shri……………………………

Studying in the ………………………… Class, Name of the school……………………………

………………………………………………………………………………………………..

During academic session …………………………………………………………………………

1.   Date of birth……………………………

2.   Date of admission in the School……………………………………………………………

3.   Date of admission in the class…………………………………………………………………

4.   Whether the child is in receipt of
      scholarship from the Govt/Private
      Estt, if so mention the amount.   …………………………………………………….

5.   The school recognized /Not recognized by central / State Government.

                                                Signature of the
                                                Principal / Head Master
                                                With seal

Station :

Dated the …………………………….