

**CHECK LIST FOR CLAIM FOR CHILDREN EDUCATION ALLOWANCE/ HOSTEL SUBSIDY**

Sr. No.	Description	Remarks
01	Claim in proper format duly filled and signed by employee and attested by unit in charge with stamp and signature with Name Design/Stn with PF No, Bill Unit No.	
02	Bonafide certificate in proper format with clearly mentioned of DOB of child standard in which studied and academic year with recognition /registration no, by any govt./ affiliation with any Board/University etc duly signed by proper school authority with stamp.	
03	Family declaration of whole family members with Aadhaar Nos duly signed by employee and counter signed by Unit-in-charge with stamp	
04	For hostel subsidy receipts of Lodging / Boarding charges from Residential School duly signed and stamp of competent authority.	
05	Claims must be submitted after completion of the Financial Year.	