



(A State University Established under Haryana Act No. 29 of 2013)  
Recognized u/s 12 (b) & 2(f) of UGC Act, 1956

**UNDERTAKING BY UNIVERSITY EMPLOYEE FOR CLAIMING EDUCATION ALLOWANCE FOR  
THE FINANCIAL YEAR \_\_\_\_\_**

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 \_\_\_\_\_ they are studying in the following school/Institutions:-

| 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 \_\_\_\_\_, 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.

viii) Rate of remuneration is Rs. \_\_\_\_\_ per child per month. Total amount: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

DOJ: \_\_\_\_\_

Deptt/Branch: \_\_\_\_\_