

EDUCATION ALLOWANCE FORM : A**Scheme of Education Allowance for the Children of the Employees**

(to be filled in by the employee)

To,
The Manager (Personnel)
CIDCO Ltd.

Sir,

I the undersigned hereby apply for Education Allowance for the Academic Year _____

1. Name in full (in block letter) : _____
2. Employee No. : _____
3. Department : _____
4. Designation : _____
5. Date of joining the Corporation : _____
6. Date of confirmation : _____
7. Date of Marriage : _____
8. Date of Superannuation : _____
9. Name of two Children whom Education Allowance to be given
1.: _____
2.: _____
10. Whether the spouse is employed : _____
11. If the spouse is employed whether the benefit of the education allowance is availed from the concerned employed : _____

The information given by me (in format 'A' & 'B') for grant of Education Allowance is true. I am aware that giving false information to the Management to avail the benefit of scheme will be treated as misconduct under the provision of relevant regulation applicable to the employees and the amount paid is liable for recovery from my salary in lump-sum.

(Signature of Head of the
Department with Designation)

(Name & Signature of the
Applicant employee)

EDUCATION ALLOWANCE FORM 'B'

(To be filled in by the employee)



1. Full Name of the ward : _____
2. Sex : _____
3. Date of Birth of the ward : _____
4. Name of the School / College
Institution in which studying : _____
5. Standard / Class in which
studying in current
academic year _____ : _____
6. Whether student is regular :
or repeater (mention specifically) : _____

Please attach certified copy of Mark-List for earlier academic year.

(Name & Signature of Employee)

To be filled in by the Competent Authority
for School / College / Institution

Date : _____

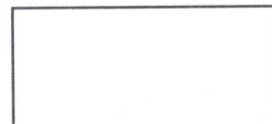
Academic Year - _____

CERTIFICATE

This is to certify that Kum/Kumari _____
is a bonafide student of our School / College / Institution and studying in Std / Class _____
in the Academic Year _____.

This Certificate is issued to enable the parent of the ward to get Education Allowance from the Employer.

Signature with the designation of
competent Authority of relevant
School / College / Institution
Seal



Education Allowance Process Flow Chart

