

To

UNDERTAKING  
The Superintendent,  
Establishment -I Branch,  
Haryana Civil Secretariat,  
Chandigarh.

Subject:- Regarding grant of Children Education Allowance.  
Sir,

Respectfully, it is stated that my children  
namely \_\_\_\_\_ and \_\_\_\_\_ are studying in  
Class \_\_\_\_\_ School \_\_\_\_\_ and as per the  
Government Instructions, I may be reimbursed the Children Education  
Allowance i.e. 500/- P.M. for each child which is paid by me in r/o Tuition fee  
and other expense (on books, Uniforms, School Shoes etc.) for the month of  
\_\_\_\_\_.

Therefore, you are requested to please grant me Children  
Education Allowance as per the Government Instructions.

Yours sincerely,

Dt.

Name \_\_\_\_\_

Designation \_\_\_\_\_

Place of posting \_\_\_\_\_

Pay Head \_\_\_\_\_

SBLA/C.No.- \_\_\_\_\_

## UNDERTAKING

I, \_\_\_\_\_ S/o Sh. \_\_\_\_\_  
working as \_\_\_\_\_ in Haryana Civil Secretariat, Chandigarh do hereby  
undertake and certify as under: -

1. My wife/husband Sh./Smt. \_\_\_\_\_ is a housewife/  
working as \_\_\_\_\_ in \_\_\_\_\_ and shall  
not claim Children Education Allowance in respect of his/her children  
from his/her office/department.
2. I have following children: -

| Sr. No. | Name | Date of birth | Class | Name of School |
|---------|------|---------------|-------|----------------|
| 1.      |      |               |       |                |
| 2.      |      |               |       |                |

3. It is also, certify that I have paid as Tuition fee, Admission fee and other  
expenses (on books, Uniforms, School Shoes etc.) for my child/children  
as under:-

| Sr. No. | Name | For the month of | Amount |
|---------|------|------------------|--------|
| 1.      |      |                  |        |
| 2.      |      |                  |        |

4. I will claim Children Education Allowance in respect of my above  
mentioned child/children in my entire service.

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

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Place of posting \_\_\_\_\_

**AFFIDAVIT**

I, \_\_\_\_\_, S/o \_\_\_\_\_ resident of  
H.No. \_\_\_\_\_, Sector \_\_\_\_\_ do hereby solemnly affirm and  
state as under:-

1. that my date and joining in the Haryana Civil Secretariat is \_\_\_\_\_  
and is at present holding the post of \_\_\_\_\_.
2. that Smt. \_\_\_\_\_, aged about \_\_\_\_\_ is my wife.
3. that Mr./Ms. \_\_\_\_\_, aged \_\_\_\_\_ years is my  
son/ daughter and he/she is unmarried.
4. that Mr./Ms. \_\_\_\_\_, aged \_\_\_\_\_ is my son/daughter and  
\_\_\_\_\_ is unmarried.

That all the \_\_\_\_\_ are wholly and solely dependent upon and they are also  
residing with me.

DEPONENT

Dated:

Place:

**VERIFICATION:**

Verified that the contents of my above Affidavit are true and correct to the best  
of my knowledge and belief and no part of it is false and nothing has been concealed therein.

DEPONENT

Dated:

Place:

*F. D. Subart.*

## UNDERTAKING

1. .... Son of Sh.....father /  
mother of ..... Resident of House No. ....  
Sector.....Chandigarh/Panchkula do hereby solemnly state and affirm as  
under:-

1. That I am a citizen of India;
2. That neither the deponent nor the child/ward of the deponent have  
obtained the benefit of Residence in any other State.
3. That the child is fully dependent upon me and is unmarried.

DEPONENT

Dated Chandigarh,  
the

## VERIFICATION

Verified that the contents of my above undertaking are true and  
correct to the best of my knowledge and belief and nothing has been  
concealed therein.

DEPONENT

Dated, Chandigarh  
the