



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

Circular

All eligible regular faculty members/non teaching employees are hereby informed to submit the duly filled Children Education Allowance (CEA) profoma/undertaking by **17/03/2026** without fail. The Undertaking for re- imbursement of Children Education Allowance (CEA) for the financial year 2025-2026 is attached herewith. Accordingly, all faculty members/non teaching employees are requested to submit the following documents along with the undertaking in hard copy directly in the Establishment branch, SVSU by the last date i.e. **17/03/2026** positively:-

- (1) Self-attested original fee receipt(s) {including e-receipt(s)} confirming that the fee deposited for the entire financial year April 2025 to March 2026.

[Handwritten Signature]
Assistant Registrar (Estt)
10/03/26
[Handwritten Signature]
17/3/26

Endst. No. SVSU/2026/Estt./492-494

Dated: 10/03/2026

Copy of the above is forwarded to the following for information & further necessary action:

1. All the Deans/Chairpersons/ HoDs/ Director/ Branch Heads, SVSU:- With request to circulate in their respective departments/ branches for information of regular employees.
2. OSD to VC (for the kind information of the HVC, SVSU)
3. PA to Registrar (for the kind information of the W/Registrar, SVSU)
4. File

[Handwritten Signature]
Assistant Registrar (Estt)
10/03/26



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UNDERTAKING BY UNIVERSITY EMPLOYEE FOR CLAIMING EDUCATION ALLOWANCE FOR THE FINANCIAL YEAR 20 - 20

Certified that: -

- i) I have opted for re-imbusement of Education Allowance in r/o my following children
 - a)
 - b)
- ii) That during the session 20 - 20 they are studying in the following School/ Institutions:

Child Name	Class/ Course	Name of School/ Institution	Date of Birth	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 20 - 20 , 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 claimed 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.

Dated:

Signature:

Name:

Designation:

Employee Code:

Deptt. / Branch: