

# Central Institute for Research on Cotton Technology

(ICAR-Indian Council of Agricultural Research)

Adenwala Road, Matunga, Mumbai – 400019

File No 3-1/CEA/2026-27

Date: 05/05/2026

## CIRCULAR No. 10

All officers who wish to apply for reimbursement of their Children's Education Allowance may submit their claims through E-HRMS during the specified period below

**June 2025 to May 2026**

- login E-HRMS & submit to the office on or before 29/05/2026
- Procedure for applying Child Education Fee reimbursement through E-HRMS is as follows:

1. Login E-HRMS
2. Employee Service
3. Reimbursement
4. Child Education
5. Fill the details and attachment
6. Click on  check box
7. Submit
8. Also submit the original copy to diary



(Nishant D. Kambli)  
DDO, I/c

Copy to:

1. All Heads of Division/Sections
2. SAO
3. FAO
4. PS to Director
5. All Regional units of ICAR-CIRCOT, Mumbai
6. Officer I/c GTC, Nagpur
7. AKMU I/c

Please circulate this among the staff by posting it on the office notice board