

SOUTHERN RAILWAY

सं. पी/टी No.T/P.441/Co.ordn/CEA/2024

मंडल कार्यालय/Divisional Office,
कार्मिक शाखा /Personnel Branch,
तिरुच्चिराप्पल्लि/Tiruchchirappalli,
दि/Dt:05.03.2024.

All Supervisory Officials/TPJ Division.

Sub: Children Education Allowance/Hostel Subsidy for the year 2023-2024-reg

Ref: Railway Board's letter No. E(W)2017/ED-2/3 dated 13.08.2018
(RBE No. 114/2018) issued as PBC No.164/2018,
PBC No.186/2019& PBC 56/2019

Railway Board has communicated norms for claiming Children Education Allowance/Hostel subsidy as under.

a. The reimbursement of Children Education Allowance/Hostel Subsidy can be claimed only for the two eldest surviving children with the exception that in case the second birth results in twins/multiple birth. In case of failure of sterilization operation, the CEA/Hostel Subsidy would be admissible in respect of children born out of the first instance of such failure beyond the usual two children norm.

b. The amount for reimbursement of Children Education Allowance will be Rs.2250/- per month (fixed) per child. This amount of Rs.2250/- is fixed irrespective of the actual expenses incurred by the Govt. Servant. In order to claim reimbursement of CEA, the Govt. Servant should produce a certificate issued by the Head of the Institution for the period year for which claim has been preferred. The certificate should confirm that the child studied in the school during the previous academic year. In case, such certificate cannot be obtained, self-attested copy of the report card or self-attested fee receipts (including e-receipts) confirming/indicating that the fee deposited for the entire academic year can be produced as a supporting document to claim CEA. The period year means academic year i.e., twelve months of complete academic session.

c. The amount of ceiling of hostel subsidy is Rs.6750/-p.m. In order to claim reimbursement of Hostel Subsidy for an academic year, a similar certificate from the Head of Institution confirming that the child studied in the school will suffice, with additional requirement that the certificate should mention the amount of expenditure incurred by the Government servant towards lodging and hoarding in the residential complex. In case, such certificate cannot be obtained, self-attested copy of the report card and original fee receipt(s)/e-receipt(s) which should indicate the amount of expenditure incurred by the Government Servant towards lodging and boarding in the residential complex can be produced for claiming Hostel Subsidy. The expenditure on boarding and lodging or the ceiling of Rs.6750/- as mentioned above, whichever is lower, shall be paid to the employee as Hostel Subsidy. The period year will mean the same as explained above in Clause-(b) of this para.

d. The reimbursement of Children Education Allowance for Divyaang Children of Government employees shall be payable at double the normal rates of CEA prescribed above in Clause-(b) i.e., Rs.4500/- per month (fixed).

e. The above rates ceiling would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.

f. The Hostel Subsidy and Children Education Allowance can be claimed concurrently.

g. In case both the spouses are Government servants, only one of them can avail reimbursement under Children Education Allowance and Hostel Subsidy.

h. The reimbursement of CEA and Hostel Subsidy will be done just once in a financial year after completion of the financial year.

i. Hostel Subsidy is applicable only in respect of the child studying in a residential educational institution located at least 50 Kilometres from the residence of the Government.

j. The reimbursement of Children Education Allowance and Hostel Subsidy shall have no nexus with the performance of the child in his/her class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance/Hostel Subsidy shall not be stopped. However, if the child is admitted in the same class in another school, although the child has passed out of the same class in previous school or in the mid-session, CEA shall not be reimbursable.

k. If a Government servant dies while in service, the Children Education Allowance or Hostel Subsidy shall be admissible in respect of his/her children subject to observance of other conditions for its grant provided the wife/husband of the deceased is not employed in service of the Central Govt., State Government, Autonomous Body, PSU, Semi Government Organization such as Municipality, Port Trust Authority or any other organization partly or fully funded by the Central Govt./State Governments. In such cases, the CEA/Hostel Subsidy shall be payable to the children till such time the employee would have actually received the same, subject to the condition that other terms and conditions are fulfilled. The payment shall be made by the office in which the Government servant was working prior to his death and will be regulated by the other conditions.

l. In case of retirement, discharge, dismissal or removal from service, CEA/Hostel Subsidy shall be admissible till the end of the academic year in which the Government servant ceases to be in service due to retirement, discharge, dismissal or removal from service in the course of an academic year. The payment shall be made by the office in which the government servant worked prior these events and will be regulated by the other conditions.

m. The upper age limit for Divyaang children has been set at 22 years. In the case of other children, the age limit will be 20 years or till the time of passing 12th Class whichever is earlier. There shall be no minimum age.

n. Reimbursement of CEA and Hostel Subsidy shall be applicable for children from class nursery to twelfth, including classes eleventh and twelfth held by Junior Colleges or Schools affiliated to Universities or Boards of Education.

o. CEA is allowed in case of children studying through "Correspondence or Distance Learning" subject to other conditions.

p. The CEA and Hostel Subsidy is admissible in respect of children studying from two classes before class one to 12th standard and also for the initial two years of a diploma certificate course from Polytechnic/ITI/Engineering College, if the child pursues the course after passing 10th standard and the Government servant has not been granted CEA/Hostel Subsidy in respect of the child for studies in 11th and 12th standards.

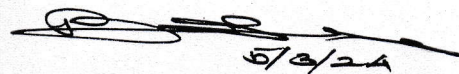
q. In respect of schools/Institutions at nursery, primary and middle level not affiliated to any Board of education, the reimbursement under the Scheme may be allowed for the children studying in a recognized school/institution. Recognized school/institution in this regard means, a Government school or any education institution whether in receipt of Govt. Aid or not recognized by the Central or State Government or Union Territory Administration or by University or recognized educational authority having jurisdiction over the area where the institution school is situated.

r. In case of a Divyaang child studying in an institution, i.e., aided or approved by the Central/State Government or UT Administration or whose fees are approved by any of these authorities, the Children Education Allowance paid by the Govt. Servant shall be reimbursed irrespective of whether the institution is recognized or not. In such cases, the benefits will be admissible till the child attains the age of 22 years.

s. The Children Education Allowance or Hostel Subsidy shall be admissible to a Govt. Servant while he/she is on duty or is under suspension or is on leave (including extra ordinary leave). Provided that during any period which is treated as 'dies non', the Govt. servant shall not be eligible for CEA/Hostel Subsidy for that period.

t. Necessary Application & Bonafide Certificate Proforma can be downloaded from website: <https://pbtpj.in/>

u. The last date of receipt of CEA/HS application is 31.03.2024



(B.SUNDARAMOORTHY)
Assistant Personnel Officer/Genl
for Sr Divisional Personnel Officer/TPJ,

Copy to: PS to DRM – for kind information of DRM
PS to ADRM – for kind information of ADRM
All Branch Officers/TPJ Division.
Ch.S&WI/IC & Ch.S/WIs – for n/a to circulate this circular to the supervisor
under their jurisdiction
All Ch.OSs/PB/TPJ
DS/SRMU, AISC & STA and AIOBC

**APPLICATION FOR CHILDREN EDUCATION ALLOWANCE /
HOSTEL SUBSIDY
FOR THE ACADAMIC YEAR 2023-2024**

Ref: Railway Board's letter No.E(W) 2017/ED-2/3 dated 13.08.18
(RBE.114/2018)

1	Name of the Employee				
2	Employee / PF.No & Designation				
3	Date of Appointment (DDMMYYYY)				
4	Bill Unit & Station				
5	Particulars of Children	Child – 1		Child - 2	
	Name of the Student				
	Date of Birth				
	Class in which Studied in the Previous Academic year				
	Name of the School and Address				
	Nature of Claim (Tick whichever is applicable)	Education Allowance		Education Allowance	
	Hostel Subsidy		Hostel Subsidy		
	Disabled Child		Disabled Child		
6	Divyaang Child	Yes		No	
7	Whether Residential School or College	Yes		No	
8	Whether Spouse is a Govt.Employee	Yes		No	
8(a)	If Yes, whether CEA or Hostel Subsidy or both is being claimed in his/her account	Yes		No	
9	Distance between Residence and Hostel (Pre condition -50km PBC 56/2019)				
9(a)	<u>Children Education Allowance</u> Whether Bonafide certificate from School (Recognized Central or State Govt.or Union Territory Administration or by University of a recognized educational authority having jurisdiction over the area where the institution is situated) is enclosed (Yes/NO)				
(b)	<u>Hostel Subsidy</u> Hostel Subsidy is applicable only in respect of the child studying in a residential educational institution located atleast 50 km from the residence of the Government servant				

(Tick whichever is applicable)

I declare that the particulars given above are true. I further declare that

1. My spouse is an/is not an employee Central Government/ State Government/Autonomous body/PSU/Semi Government or any other organization partly or fully funded by the Central Govt/State Govt/Railway Employee and that he/she has not claimed reimbursement of Children Education Allowance/Hostel Subsidy in respect of the Child/Children mentioned above. (Strike out whichever is not applicable)
2. My Child/Children in respect of whom reimbursement is claimed is/are studying in School which is recognized by Central or State Govt or Union Territory Administration or by university or a recognised educational authority.
3. The reimbursement of CEA/Hostel Subsidy is claimed for my eldest two surviving children only.
4. The Child/Children has/have not studied in the same class in another school in the previous academic year.
5. The Child/Children has/have not shifted to another school in the mid-session.
6. The distance between the residence and the residential hostel in which my ward(s) is/are studying is at least 50km.

If any of the above declaration is found to be false at a later date, I am aware that I am liable for disciplinary action under the relevant rules.

Signature of the employee :

Name :

Designation & Station :

PF No & Staff No :

CERTIFICATE BY THE SUPERVISOR

The application is forwarded for necessary action duly certifying that the names of Child/Children furnished by the employee have been verified with the records maintained in the shop/office/station and they are eldest two surviving children as declared by the Employee.

Date:

Signature of the Supervisory Official with seal

To be printed on the letter head of the institution with full postal address

(If there is no printed letter head, Name of the Institution and full postal address should be written clearly) (Office seal of the educational Institution should be affixed invariably)

PROFORMA FOR BONAFIDE CERTIFICATE

It is certified that Master/Miss
..... Admission
No..... Date of Birth.....

S/D/o Shri/Smt..... has studied in
Class Section..... during the previous
academic year from.....to..... in this School/
Institution, which is registered and Affiliated vide Reg.
No.....

During the year Master/Miss
.....has Resided in the residential –complex
(Hostel) of the school and paid an amount of Rs...../- towards
boarding and lodging in the residential complex.

(Strike out if it is not applicable)

Office Seal with Date Signature of the Head of Institution/School