

4069598/2024/O/o CH.OS/IT CELL/PB/SA/SR

**Application for Children Education Allowance and Hostel Subsidy (CEA&HS)
For the Academic Year 2023-2024**

(Ref: Railway Board Letter No. E(W)2017/ED-2/3 dated 03.08.18 (RBE.114/2018))

1.	Bill Unit & Station of the Employee				
2.	Name of the Employee				
3.	Employee/PF No. & Designation				
4.	Particulars of Children (Enclose FCC)	Child-1		Child-2	
	Name of the Student				
	Date of Birth	Sex (M/F)			
	Class in which Studied in the previous Academic Year				
	Name of the School and Address:				
	Nature of Claim: (Tick Whichever is applicable)	Education Allowance <input type="radio"/>	Hostel Subsidy <input type="radio"/>	Differently abled Child <input type="radio"/>	Education Allowance <input type="radio"/>
5.	Residential Address: / Hostel Address (if occupied)				
6.	Distance between Residence and Hostel				
7.	Enclosures: (1) Certificate in Original from head of the institution / school duly signed seal. (2) Disability Certificate if the claim is for Disabled Child.				

Certified that: **(Tick whichever is applicable)**

- My child/Children mentioned above in respect of whom reimbursement of education expenses is claimed is/are wholly depended upon me.
- My Spouse is not a Central Government Employee.
- My Spouse is a Central Govt. Employee and that he/she will not claim reimbursement of education expenses in respect of our Ward/Wards.
- My child/children in respect of whom reimbursement is claimed is/are studying in recognized school.

1. I hereby declare that reimbursement of Children Education Allowance has not been claimed in respect of the child /children by a person other than me.

2. I hereby declare that reimbursement of Children Education expenses is claimed for my eldest two surviving children only.

I hereby declare that the particulars mentioned above are correct to the best of my knowledge. If any information furnished above is not correct, I am liable to be taken up under D&AR.

(Signature of the employee)

I hereby declare that the particulars mentioned above along with FCC of the employee are verified by me and is found correct to the best of my knowledge. If any information furnished above is not correct, I am liable to be taken up under D&AR.

Signature of the forwarding Official
with date and office 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)

PROFORMA BONAFIDE CERTIFICATE

It is certified that Master/Baby/Kumari
....., Admission No.....
Date of Birth.....S/D/o.
Shri/Smt.....has studied in
Class.....Sec.....during the previous academic year from **2023 to 2024**
in this School/Institution, which is registered and affiliated vide Reg.
No.....

****During the year Master/ Baby/Mr./Ms 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
the Institution/School

दक्षिण रेलवे/SOUTHERN RAILWAY



मंडल कार्यालय/Divisional Office,
 कार्मिक शाखा /Personnel Branch,
 सेलम /Salem 636 005.
 दि./Date: 18.03.2024.

सं ./No. SR-SA0PB (CEA)/1/2021

परिपत्र/ CIRCULAR

विषय/Sub: Children Education allowance for the year 2023-2024.

संदर्भ/Ref: Railway Boards Letter No. E(W)2017/ED-2/3 dated 03.08.2018
 (RBE No. 114/2018) circulated by PCPO/MAS vide PBC No.
 164/2018.



In connection to the above reference, it is stated that Board has communicated forclaiming Children Education Allowance (CEA) is as under:

1. The CEA and Hostel Subsidy is admissible in respect of Children Studying form two classes before Class 1st 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 12thStandard.
2. The Amount fixed for reimbursement of CEA will be ₹ 2,250/- per Month (fixed), and ₹ 6,750/- per Month for Hostel Subsidy.
3. The reimbursement of CEA for Divyaang Children of Railway Servants shall bepayable at double the normal rates i.e., ₹ 4,500/- per month (fixed).
4. The reimbursement will be done once in a year only i.e. **after completion of the Financial Year.**
5. For reimbursement of CEA, a certificate from the Head of Institution, where the ward of government employee studies, will be sufficient and also it should confirm that the child has studied in the school during the previous Academic Year.
6. However, for hostel subsidy, a similar certificate from the Head of Institution with additional information regarding amount of expenditure incurred by the government servant towards lodging and boarding in the residential complex is to be mentionedso that the amount of expenditure made or the ceiling ₹ 6,750/-Per Month, whicheveris lower shall be paid to the employee.
7. Hostel Subsidy is applicable only if the child is studying in a Hostel located at least 50kilometers away from the residence of the employee.
8. The certificate should be collected from the school only after the completion of the fullAcademic year.
9. The CEA and Hostel Subsidy **can** be claimed concurrently.
10. The above limits will automatically raise by 25% every time the DA on revised pay structure goes up by 50%.

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Schedule for payment of CEA & HS for the year 2023-2024: -

1. Applications for reimbursement / payment of CEA & HS will be collected after the completion of Academic year 2023-2024 i.e., **after the completion of final examination.**
2. The received applications will be scrutinized and processed for employees submitted within **10th** of every month and forwarded to Associate Finance for vetting before **12th** and return before **17th** so that the vetted records will be uploaded to pay rolls for payment in salary.
3. To ensure that the child/ward has completed his/her studies during the previous academic year, a Bonafide certificate from the school has to be obtained. **(Format enclosed)**
4. If both the spouses are Government servants, only one of them can avail reimbursement under CEA and the claiming applicant should declare that his/her spouse has not claimed the allowance and will be liable for action under D&AR if it is found to be false at a later date.
5. Claims shall be admissible only for the children whose names are included in the Family Composition of the employee in official records. Before submitting the application for Children Education Allowance & Hostel Subsidy, every employee should ensure that his/her Ward's name is included in the Family Composition in their official records or else such claims shall not be processed.
6. The Controlling Supervisors are requested to collect the applications of the employees of their office with original Bonafide certificates for hostel subsidy along with their Family Composition details duly certified and forward the same to this office in one bunch under a covering letter **on or before 10th of every month. Applications without a covering letter and Family Composition details will not be considered for Reimbursement.**
7. CEA & HS application can be downloaded from the Salem Division Office Internet web page. The link is <http://bitly.ws/BEby>

सं./Encl.: Application Proforma & Bonafide Certificate Proforma

Digitally Signed by Ramesh

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Date: 18-03-2024 15:07:01

Reason: Approved

सहायक कार्मिक अधिकारी / इंफ्रा
Assistant Personnel Officer / Infra
कृते वरिष्ठ मंडल कार्मिक अधिकारी
for Sr. Divisional Personnel Officer
सेलम /Salem

प्रति/C/- **PS to DRM, ADRM** for kind information to **DRM/ADRM**

All Branch Officers / SA Division

All Supervisory Officials Salem Division

Ch. S&WI's & S&WI's for information

Ch. OS/General, Ch. OS's – for information and necessary action

DS's/SRMU, AISCST/REA, AIOBC/REA & AIRPF/Assn./SA Divn.