

दक्षिण रेलवे/SOUTHERN RAILWAY

मण्डल कार्यालय/Divisional Office
कार्मिक शाखा/Personnel Branch,
पालक्काड/Palghat.
दिनांक/Date 18.05.2020.

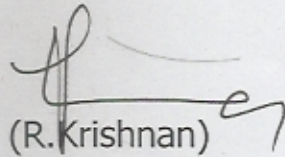
सं.No.J/P.249/P/CEA/HS/Vol.II

पघट मंडल के सभी शाखा अधिकारियों आदि को
All Branch Officers/PGT Dn.
All Supervisory Officials/PGT Dn.
All Ch.OSs/OSs of all Branches & Ch.S&WI/PGT.

विषय/Sub: Grant of Children Educational Allowance for the year 2019-2020
Claiming of Children Education Allowance -reg
संदर्भ/Ref: PBC No. 75/2020 Circulated under Hd.Qrs. letter No.P.(R)
249/P/CEA/Vol.III Dated.15.05.2020.

The instruction issued by PCPO/MAS vide PBC No.75/2020 for claiming CEA for the academic year 2019-2020 is attached herewith for information and guidance please.

Encl:- Copy of the application form and declaration


(R. Krishnan)
APO/E
For Sr.DPO/PGT.

प्रति/Copy to: All APOs, All Ch.OSs/OSs/Ch.S & WI/PB, Steno/Gr.I to Sr.DPO,
PS to DRM/ADRM for kind information of DRM/ADRM,
DS/SRMU/PGT, DS/AISC/ST Assn. & AIOBC Assn/PGT.



Southern Railway

No.P(R)249/P/CEA/Vol.III.

Headquarters Office,
Personnel Branch,
Chennai.3
Dt. 15/05/2020

All concerned, (as per mailing list "A").

PBC NO. 75/2020

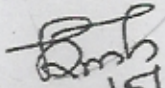
Sub: Grant of Children Educational Allowance for the year 2019-2020.
Ref: PBC 73/2020 dated 13/05/2020.

Instructions were issued vide reference cited above for claiming CEA for the academic year 2019-2020 duly obtaining the self attested copy of report card or self attested fee receipts (including e-receipts) conforming/ indicating that the fee deposited for the entire academic year as supporting document in lieu of bonafide certificate as per the instructions contained in Master Circular on CEA.

If the Railway Servant is unable to produce the proof of remittance as above, a self Declaration as per the enclosed format may be obtained for claiming CEA /Hostel subsidy and on opening of School/College after the lockdown, the bonafide certificate to be obtained from the school/college authorities and submitted.

This issues with the approval of the competent authority.

Enc:As above


15/5/20

(T.R.Mukunthan)

Senior Personnel Officer/Gaz
For Principal Chief Personnel Officer

Copy to: The Genl Secy/SRMU
The Genl Secy/AISCSTREA
The Genl Secy/AIOBCREA
The Genl Secy/ NFIR
CS&WI/System to upload in the website.

Southern Railway

Self-Attested Declaration Form for Claiming Children Educational Allowance for the year 2019-2020.

Sir,

Sub: Declaration for claiming Children Education Allowance/. Hostel Subsidy for the year 2019-20
Ref : PCPO/S.Rly PBC. 73/2020 dated 13/05/2020

My son/ daughter shri/kum. has studied in class..... In
..... School/ college for the academic year 2019-2020 and I
have remitted Rs. /- towards fee for the year 19-2020.

Due to countrywide lockdown in fighting against COVID-19 and the educational institutions remain closed from 25th March 2020 and at present I am unable to produce the Bonafide certificate from the institution, I may be sanctioned the CEA/Hostel Subsidy based on the above information.

I hereby declare that the same will be produced after the schools/ colleges reopens and if my claim is found to be false at later date, the amount sanctioned based on my declaration may be recovered in one instalment in addition to taking disciplinary action as deemed fit

Date:

Place:

Signature :

Name:

Designation:

EMPNO.:

Office:

Verified the particulars with family' composition as declared by the employee in the FCC

Signature of the immediate Supervisor with 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
 2019 to 2020 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

Application for Children Education Allowance and Hostel Subsidy (CEA&HS)

S.R.

For the Academic Year 2019 - 2020

(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 ☐ Hostel Subsidy ☐ Differently abled Child ☐	Education Allowance ☐ Hostel Subsidy ☐ Differently abled Child ☐
5(a)	Children Education Allowance: Whether Bonafide Certificate From school is enclosed (Yes / No)		
5(b)	Hostel Subsidy: Whether Bonafide Certificate from school mentioning the amount of expenditure is enclosed. (Yes / No)		
5(c)	Residential Address:		
5(d)	Hostel Address:		
5(e)	Distance between Residence and Hostel		

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

SR

Certified that :

- ❖ My Child/Children mentioned above in respect of whom reimbursement of education expenses is claimed is / are wholly depended upon me.
 - ❖ My wife/Husband is not a Central Government Employee.
 - ❖ My Wife/Husband is a Central Government Employee and that she/he will not claim reimbursement Education expenses in respect of our Child/ Children.
 - ❖ My Child/Children in respect of whom reimbursement is claimed is / are studying in recognized schools.
- I. 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.
 - II. 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 with Date

Certification by the Supervisor

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

Signature of forwarding official
With date & Seal.

S.R.

APPLICATION OF FAMILY COMPOSITION FOR REIMBURSEMENT OF CHILDREN EDUCATIONAL ALLOWANCE (CEA) / HOSTEL SUBSIDY (HS)

Sl. No.	Name	Relationship	Date of Birth
01.			
02.			
03.			
04.			
05.			
06.			

Particulars of Employee

07.	PF Number	
08.	Designation / Station	
09.	Department	
10.	Date of Appointment	
11.	Date of Retirement	
12.	Date of Joining the present Station	
13.	Pay in the Pay Matrix	
14.	Grade Pay (VI CPC)	
15.	Pay Level in VII CPC	

It is further declared that the Child / Children mentioned above is / are my eldest surviving Child / Children only. This will also prove according to the order of DOB indicated in the Family Composition for the Privilege Pass Account. I am aware that my claim is permissible only the two eldest surviving Child / Children only. I have not willfully suppressed or misrepresented any facts on this aspect.

Date:

Signature of the Employee

Station:

Certified that the above details furnished under Sl. No. 01 to 12 and the fact of Child / Children names is / are available in the Family Composition declared by the employee and maintained in the Pass declaration register.

Date:

Signature of the Supervisory Official

Office Seal