



SOUTHERN RAILWAY

Divisional Office  
Personnel Branch  
Palakkad – 678002  
Date: 08.02.2018

No.J/P.249/P/CEA/HS

All Supervisors/PGT Division

Sub: Children Education Allowance and Hostel Subsidy – reg.  
Ref: 1. Rly Board's Lr. No. E(W)2008/ED-2/4 Dt.01.10.2008.  
2. Rly Board's Lr. No. E(W)2008/ED-2/4 Dt.12.10.2017 (RBE-147/2017).

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Vide letter under reference 2, Railway Board has communicated the revised rates and method for claiming the reimbursement of Children Education Allowance (CEA) and Hostel subsidy.

1. The amount fixed for reimbursement of CEA will be `2250/- per month and `6750/- per month for Hostel Subsidy. The above limits will be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.
2. The allowance will be at double for differently abled children. The certificate of disability should be enclosed for claiming the benefit.
3. The reimbursement will be done just once a year, after completion of financial year.
4. For reimbursement of CEA, a Bonafide certificate from the head of the Institution, where the ward of the Government Employee studied, confirming that the child studied in the school during the previous academic year is to be attached along with the application form.
5. For Hostel subsidy, a similar certificate from the Head of the Institution along with the information regarding the amount of expenditure incurred by the employee towards lodging and boarding of his ward in their residential complex is to be attached. The amount of the expenditure mentioned or the ceiling as mentioned above, whichever is lower, shall be paid to the employee.
6. The claim for the reimbursement of CEA/Hostel Subsidy is permissible only for the eldest 2 surviving children of the employee.
7. If both spouses are Government servants, the employee should declare that his/her spouse has not claimed the allowance and that he/she is liable for action under D&AR if it is found false on a later date.
8. The applications for reimbursement of CEA/Hostel subsidy will be collected after the completion of every financial year, i.e. after March 31<sup>st</sup>. **The applications will be collected till April 20<sup>th</sup>.**
9. **Thecontrolling supervisors** has to collect the applications of the employees under their control **along with bonafide certificates** and forward the same to Personnel Branch/PGT **in one lot under a covering letter** so as to reach on or before the stipulated date.
10. The payment of CEA will be made in the salary for the month of May.
11. Format of application for reimbursement of CEA/Hostel Subsidy is enclosed.

Wide publicity may be given to the employees under your control.

Encl: as above.

-Sd/-

(Chandrika Jayasankar)  
Sr.Divisional Personnel Officer/PGT

Copy to:

PSs to DRM & ADRM – for kind information of DRM & ADRM.

All Branch Officers of PGT Division.

Ch.S&WIs/S&WIs

P4 Section/PB – for uploading in the website.

DSs/ SRMU, AISCSTREA, AIOBCREA

**APPLICATION FOR CHILDREN EDUCATION ALLOWANCE(CEA)/HOSTEL SUBSIDY  
(All details in the application format is to be completed before submission)**

1	Name of the Employee		
2	Designation		
3	Station/Office		
4	Employee Number		
5	Bill Unit		
6	Mobile No.		
7	Particulars of Children	Child -1	Child-2
a	Name		
b	Date of Birth		
c	Class/Std.		
d	Academic year		
e	Whether disabled child (Yes/No).		
f	Name of the school		
g	Address of school		
h	Registration number of school		
8	Nature of claim Tick ( ) whichever is applicable	CEA <input type="radio"/>	CEA <input type="radio"/>
		Hostel Subsidy <input type="radio"/>	Hostel Subsidy <input type="radio"/>
9	Enclosures for CEA Tick ( ) whichever is applicable	Bonafide certificate <input type="radio"/>	Bonafide certificate <input type="radio"/>
		Disability certificate (if applicable) <input type="radio"/>	Disability certificate (if applicable) <input type="radio"/>
10	Enclosures for Hostel Subsidy Tick ( ) whichever is applicable	Bonafide certificate from school mentioning the expenditure incurred for Hostel <input type="radio"/>	Bonafide certificate from school mentioning the expenditure incurred for Hostel <input type="radio"/>
11	Amount of Hostel Subsidy claimed		

I hereby declare that:

- The Child/Children mentioned above is/are my eldest surviving Child/Children who are in the family composition of my Privilege Pass Account.
- My Child/Children mentioned above in respect of whom reimbursement of education expenses is claimed is/are wholly depended on me.
- My Wife/Husband is not a Central Government employee. (score out if not applicable)
- My Wife/Husband is a Central Government Employee and that She/He will not claim reimbursement of CEA/Hostel Subsidy in respect of our Child/Children.(score out if not applicable)
- 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.

Date : Signature of the Employee :

Station : Name of the employee :

**Certification by the Supervisor**

Certified that the names and details of the Child/Children furnished by the employee have been verified with records maintained in this office and they are the eldest surviving child/children as declared by the employee in family composition.

Date : Signature of the Supervisor :

Office Seal Name of the Supervisor :

Seal of the Supervisor :

BONAFIDE CERTIFICATE

NAME OF THE SCHOOL

REGISTRATION NO.

ADDRESS

PHONE No.

Certified that \_\_\_\_\_(name of student), Son/Daughter of Shri./Smt.\_\_\_\_\_,was a bonafide student of this institution of Class/Standard \_\_\_\_\_ during the academic year 20 - 20 .

(\*Strike out if not applicable). \*Certified that \_\_\_\_\_(name of student) was a resident of the Hostel of this Institution during the academic year 20 - 20 , and has incurred an amount of `\_\_\_\_\_ as expenditure towards lodging and boarding.

Date:

Signature of Head of Institution:

Office seal of Institution

Stamp of Head of Institution