



SOUTH WESTERN RAILWAY

Divisional office
Personnel Department,
Mysore-570 001.
Dated: 05.03.2018

No.Y/P. 483/Genl/Bills

All Branch Officers, Mysuru Division
All Supervisory Officials, Mysuru Division

Sub: Children Education Allowance for the year 2017-2018.

Ref: 1.Rly.Bds letter No.E(W)2008/ED-2/4 dated 01.10.2008
2.Rly.Bds letter No.E(W)2017/ED-2/3 dated 12.10.2017
(RBE No.147/2017).

Railway Board has communicated the revised rates for Children Education Allowance (CEA) and the new method of application and payment/reimbursement of CEA, vide letter under reference, as per the Board's letter are as under:

1. The amount fixed for reimbursement of CEA will be Rs.2250/- pm., and Rs.6750/- pm for Hostel Subsidy.
2. The reimbursement will be done just once a year, i.e. after completion of the financial year.
3. For reimbursement of CEA, a Certificate from the Head of the Institution, where the ward of the government employee studies, will be sufficient. The certificate should confirm that the child studied in the school during the previous academic year. (Proforma-I enclosed)
4. However, for hostel subsidy, a similar certificate from the Head of the Institution with additional requirement regarding amount of expenditure incurred by the government servant towards lodging and boarding in the residential complex are to be furnished. (RBE No.147/2017). The amount of expenditure mentioned, or the ceiling, Rs.6,750/-pm, whichever is lower shall be paid to the employee. Employees are required to be submitted bonafide certificate for hostel subsidy as per the proforma-II enclosed.
5. Hostel subsidy is reimbursable only in case of child studying in a residential school and staying in hostel of the said residential school.
6. The allowance will be double for differently abled children. (RBE No.10/2018).


Scheduled for payment of CEA for the year 2017-18:

1. Applications for reimbursement/payment of CEA will be collected after the completion of financial year 2017-18 i.e. from **01.04.2018 up to 15.05.2018.**

2. The received applications will be scrutinised and processed for sanction and vetting from Associate Finance through online i.e. on IPAS.
3. To ensure that the child/ward has studied during the academic Year, a bonafide Certificate from the school has to be obtained as per the prescribed proforma-I enclosed. This can also be in any format given by the school.
4. If both the spouses are Government servants, the 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 First two surviving children whose names are included in the Family Composition. Before submitting an application for CEA, every employee should ensure that his/her child's name is included in the Family Composition Certificate which was sent to Personnel Department for scanning and uploading to IPAS system or else such claims will not be processed.
6. It is also necessary to enclose the copy of employee's Family Composition Details along with CEA application duly certified by the concerned supervisory officials.
7. The supervisory officials are requested to collect the applications of the employees working under them with bonafide certificates or original fee receipts/cash bills for hostel subsidy and forward the same to this Office in a one bunch under a covering letter duly listing the names for further process. Applications without covering letter shall not be entertained.
8. CEA application can also be downloaded from SWR website i.e. www.swr.indianrailways.gov.in on the following link:-
About Us → Division → Mysuru → Personnel Branch → Forms to download.

This has the approval of Competent Authority.

- Encl: a. CEA application
b. Proforma-I
c. Proforma-II


10/05/2018
(BUBBLE YADAV)
DPO/I/MYS
For Sr.DPO/MYSURU

- Copy to: PS to DRM & ADRM-for kind information of DRM & ADRM
Copy to: DPO/I & II
Copy to: ChOS/Bills, ChOS/Admin, CS&WI/Personnel Dept.
All Bill Clerks/Personnel Dept. Notice Board
Divl Secy/SWRMU/MYS Dn.
Divl Secy/AISCST/REA/MYS Dn.
Divl Secy/AIOBC/Assn/MYS Dn.



**APPLICATION FOR CHILDREN EDUCATION ALLOWANCE (CEA)
FOR THE ACADEMIC YEAR 2017-18**

Ref: Railway Board's Letter No.E(W)2017/ED-2/3 date 12/10/2017
(RBE No.147/2017)

(Maximum upto first 02 surviving children)

1.	Name of the Employee (in capital letters)	:			
2.	Design and Station/Office	:	Design:	Station/ Office	
3.	Employee No. (11 digit PF No. to be furnished)	:			
4.	Basic Pay and Level	:	Basic Pay Rs.	Level :	
5.	Amount Last Claimed	:			
6.	Particulars of Children	:	Child-1	Child-2	
	i) Name of the student	:			
	ii) Date of Birth	:			
	iii) Class studied during 2017-18	:			
	iv) Name of the school/ college and address	:			
7.	Nature of claim (Tick whichever is applicable).	:	1. Education Allowance <input type="checkbox"/>	1. Education Allowance <input type="checkbox"/>	
			2. Hostel Subsidy <input type="checkbox"/>	2. Hostel Subsidy <input type="checkbox"/>	
			3. Disabled Child <input type="checkbox"/>	3. Disabled Child <input type="checkbox"/>	
8.	Whether Bonafide Certificate from school/ College is enclosed	:			
9.	Hostel Subsidy: Whether Bonafide Certificate from school/ college mentioning the amount of expenditure is enclosed.	:			
10.	Claim in Rs.	:			
11.	Whether Family Composition Certificate enclosed	:			

i) I hereby declare 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 Govt. 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 school and not studying in the same class in which he/she failed in last year.
 - * Family declaration particulars as certified for pass issuing authority are enclosed.
- ii) 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.
- iii) 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.

Place:

Date :

Signature of the Applicant
Name:
Designation:
Emp No:

Certified that the details of the wards of the employee have been verified with the Family Composition Details maintained in this office and found correct.

Forwarded to Sr.DPO/MYS for necessary action please.

Place:

Date:

Signature of the forwarding official
With Office Seal

Documents to be enclosed:

1. CEA application filled in all respect
2. Bonafide Certificate from school/College-Proforma-I
3. Bonafide Certificate from school/College for Hostel Subsidy-Proforma-II(if applicable)
4. Copy of FCC details duly certified by the supervisory official.

PROFORMA-I

MYSURU DIVISION



PERSONNEL DEPARTMENT

ON THE LETTER HEAD OF THE INSTITUTION WITH ADDRESS AND PIN
(If there is no printed letter head, Institution name and address should be written clearly)

BONAFIDE CERTIFICATE PROFORMA
(For Children Education Allowance)

This is to certify that Master/Baby/Mr/Ms.....

Son/Daughter of Smt/Sri.....

Roll No..... is a Bonafide Student of this Convent/School/College
and is studied in Class..... during the Academic year 2017-18.

Date of birth, as per school record:

In word.....

Admission Register No.....

Signature of the Head of the Institution/
School/College

Institution seal

Date:

PROFORMA-II

MYSURU DIVISION



PERSONNEL DEPARTMENT

ON THE LETTER HEAD OF THE INSTITUTION WITH ADDRESS AND PIN
(If there is no printed letter head, Institution name and address should be written clearly)

BONAFIDE CERTIFICATE FOR HOSTEL SUBSIDY

This is to certify that Master/Baby/Mr/Ms.....

Son/Daughter of Smt/Sri.

Roll No..... is a Bonafide Student of our School/College and is
studied in Class..... during the Academic year 2017-18.

During the year Master/Mr/Ms.....

has resided in the Residential Complex(Hostel) of the school and paid an
amount of Rs.....(in words.....)

towards boarding and lodging in the residential complex.

Date of admission in the Hostel.....

Date of birth, as per school record:

In word.....

Admission Register No.....

Signature of the Head of the Institution/
School/College

Institution seal

Date: