

Eastern Railway
(Personnel Department)

No. E.352/0/1/Pt.II

Kolkata, dated: 14/11/2012

All Concerned

Sub: Joint Procedure Order for payment of Children Education Allowance/Hostel Subsidy.

In order to ensure effective implementation of Board's RBE No.135/2008 circulated under this office serial No.121/08 on reimbursement of Children Education Allowance/Hostel Subsidy, a Joint Procedure Order (JPO) was issued in terms of this office letter of even number dated 24.04.2012 (CPO's Serial No.49/2012). Subsequently, amendments/clarification were issued thereon from time to time *vide* letters of even number dated 22.06.2012 (CPO's Serial circular No.79/2012) and 28.06.2012.

2. Of late, references have been received from various quarters, especially from the recognized Unions, seeking relaxation/modification in some of the clauses of the said JPO.

3. The matter has since been considered and the following modifications/relaxations have been incorporated with the approval of the competent authority:-


- (i) Requirement of Book-list envisaged in the para (12) of the said JPO (CPO's Sl. No. 49/2012) may not be insisted upon. However, a self-declaration of the staff concerned may be obtained in this regard.
- (ii) The provision of para (13) is relaxed to the extent that all claims of reimbursement against 'notebooks' will be accepted by self-declaration of the staff concerned. But, it should be reasonable according to the class/standard in which the children are studying.
- (iii) The provision of para (14) need not be followed rigidly. But, all bills/vouchers against which reimbursement is claimed will be self-certified by the staff concerned. However, any ambiguous/illegible bills/vouchers will not be accepted.
- (iv) The provision of para (17) is modified to the extent that all filled in prescribed application forms in this regard along with bills/vouchers in original, duly countersigned/sanctioned by the Gazetted officer/Competent authority of the concerned Branch office, will be sent to the concerned staff Section of 'P. Branch' and then, the same will be forwarded to the Bill Section in a consolidated manner by the staff section under signature of the Staff officer for further necessary action.
- (v) As envisaged *vide* this office letter of even number dated 28.06.2012 *ibid*, payments of CEA/Hostel Subsidy bills received upto 30.06.2012 will, however, continue to be made as per procedure followed prior to issue of the said JPO.

4. As regards to 'File Format' in PRIME, the matter has since been considered by the competent authority in consultation with FA&CAO and Sr. System Manager (IT). In this context, it is stated that the deadline, as decided for preparation of "File Format" in PRIME by 31.12.2012, cannot be met due to technical reasons.

5. In view of above, it has been decided that in order to ensure payment of all CEA/Hostel Subsidy bills, **the provisions of paras (18) & (19) of the said JPO will not be applicable till further advice** and during the intervening period all payments on his score will be made by generating an abstract/summary sheet manually, as hitherto.

6. Other terms & conditions of the said JPO will remain unchanged.

7. This issues in consultation with Finance.


 (M. C. Ghosh Dastidar)
 Dy. Chief Personnel Officer/NG
 For Chief Personnel Officer