

Eastern Railway
(Personnel Department)
17 N. S. Road, Kolkata - 700 001

Serial Circular No. 58/2018

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

Kolkata, Dated: 05/04/2018

All Concerned

(as per standard list)

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

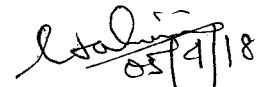
With a view to streamline the process and payment of Children Education Allowance (CEA)/ Hostel Subsidy uniformly over this Railway, a JPO was issued vide this office letter of even number dated 24/04/2012 (Sl. No. 49/2012). Subsequently, certain provisions of the said JPO were modified/amended from time to time vide letters dt.22/06/2012 (Sl. No. 79/2012), dt.28/06/2012, dt.14/11/2012 (Sl. No. 132/2012) and dt.02/08/2013.

2. Consequent upon implementation of Board's letter No. E(W)2017/ED-2/3 dated 12/10/2017 (RBE No.147/2017) circulated under this office serial No. 150/2017, this matter has been considered. Accordingly, in supersession of the aforesaid instructions, the revised JPO dated 05/04/2018, duly signed by Dy.CPO/R and Dy. CAO/G, is issued herewith for the payment of Children Education Allowance (CEA) and Hostel Subsidy in terms of RBE No. 147/2017 uniformly over this Railway.

3. Furthermore, the provision of Para (1) of the JPO relating to submission of a certificate from the Head of the institution as per Annexure-B may be relaxed to the extent that reimbursement pertaining to the **academic year 2017-18** under the Scheme of CEA may also be made on the submission of original receipts i.e. Bills etc. issued by the School, on the basis of self-certification by the employee that the child studied in the school during the previous academic year.

This issues with the approval of the Competent Authorities (PCPO & PFA).

Encl: JPO dt.05/04/2018



05/4/18

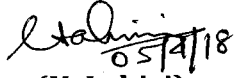
(U. Lahiri)

Dy. Chief Personnel Officer/R
For Pr. Chief Personnel Officer
Phone no.: 24103

JOINT PROCEDURE ORDER (JPO)
for payment of Children Education Allowance (CEA)/Hostel Subsidy in 7th CPC

1. The claim for Reimbursement of Children Education Allowance (CEA)/Hostel Subsidy, as the case may be, will be submitted in the prescribed format as Annexure-'A' once after completion of a financial, incorporating a certificate from the Head of the Institution where the eligible ward(s) of employees studies in the prescribed format as Annexure-'B'.
2. After obtaining sanction of the Competent Authority of respective Departments as per Model SOPEST, all claims will be forwarded to respective Cadre Dealing Officers of Personnel Branch in a consolidated manner for further processing the claims.
3. On receipt of the claims from the concerned department/office, the concerned staff Section will re-check the claims as per extant procedure and remit the same to the Bill Preparing Officer/Bill Section indicating Bill Unit Number.
4. The entire process as mentioned against Sl. Nos. (1), (2) & (3) above will be completed within the month of April of the current financial year.
5. Respective Billing Officials of Pay Bill Section on receipt of the claims will feed CEA related data in 'Child Education' Sub-module available in the Pay Roll Module in IPAS and forward the same to Accounts Department for vetting along with physical copy of Annexure-'A' & Annexure-'B' as well as the abstract/summary sheet against each bill unit of CEA/Hostel Subsidy.
6. Vetted amount will be charged in the salary bill of the following month or the same month, as the case may be, by the Bill Section in a consolidated manner.
7. In case of Transfer-in and transfer-out, the details of the last claim should be incorporated in LPC.
8. The claim, if any, being preferred after expiry of the month of April of the current financial year, needs proper justifications for delay to get it reimbursed.
9. Claim preferred after expiry of six months of the relevant financial year will be treated as a delayed claim for this purpose. All such claims will be disbursed following the provisions of sanction for investigation of arrear claims of pay & allowance.
10. The maximum amount of claims for reimbursement of CEA/Hostel Subsidy per month per child till 30/06/2017 i.e. prior to the date of implementation of the revised orders issued vide RBE No. 147/2017 circulated under this office serial no. 150/2017, will be calculated on *pro rata* basis.
11. The JPO shall come into force with immediate effect.


(R. Kumar) 5/4/18
Dy. C. A.O/G


(U. Lahiri)
Dy. C. P. O/R

Format for reimbursement of Children Education Allowance/Hostel Subsidy

Employee's details:	
1.	Name of the employee in full (Block letter)
2.	Designation/Level in the Pay Matrix
3.	Department/office & Bill Unit No.
4.	Employee Number
Details of Child for whom CEA/Hostel Subsidy is claimed:	
5.	Name of the child & relation with the employee
6.	Date of Birth Child
7.	Whether first child or second child
8.	Standard / Class
9.	Name of the Institution
10.	Details of Affiliation/Recognition of the Institution
11.	Academic session
Details of the claim preferred:	
12.	Amount of reimbursement claimed for CEA , subject to the limit fixed*.
13.	Amount of reimbursement claimed for Hostel Subsidy , subject to the amount of expenditure mentioned in Annexure-B or the ceiling of Rs. 6750/-pm, whichever is lower.

* Sl. No. 17 under terms & conditions.

Declaration:	<p>a) I do, hereby, declare that I have gone through the terms & conditions* governing grant of CEA/Hostel Subsidy carefully and the claim, as above, has been made as per laid down terms & conditions. The information given above is true to the best of my knowledge and belief. I shall be responsible, if any of the above information is found to be incorrect afterwards.</p> <p>b) I do also certify that I myself or my spouse has not claimed this reimbursement from any source and will not claim the same in future.</p>
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(Signature of the Applicant)

Enclosure:

Date:

(Name & Designation of the Sanctioning Authority with Seal)

***For terms & conditions, please see overleaf.**

Terms & Conditions

1. Reimbursement of under the scheme of CEA is only allowed to only two eldest surviving children. Reimbursement of CEA is not permissible for third child even if reimbursement has not been claimed in respect of first and/or second child. However, the CEA would be admissible for more than two children where as a result of the second child birth results in birth of twins or multiple children. Further, reimbursement of CEA for the 3rd child is also admissible in case of failure of sterilization operation. Such reimbursement is admissible only for the first child birth after failure of sterilization operation.
2. As per extant provisions, no reimbursement is permissible for Annual Charges and Transportation fees. Reimbursement of school bags, pens/pencils, water bottle, stationery etc., may not be allowed.
3. The reimbursement of CEA is not linked to the performance of the child in his class. Even if a child fails in a particular class, the reimbursement is permissible. However, if the child is admitted in the same class in another school, although the child has passed out of the same class in previous school or in the mid-session, CEA shall not be reimbursable.
4. CEA/Hostel Subsidy is allowed 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 12th standards.
5. The term Hostel Subsidy would mean expenses incurred by the Government servant if he/she keeps his/her children in a hostel of a residential school/institution located beyond a distance of 50 kilometers from his/her residence.
6. Hostel Subsidy is reimbursable to all Central Government Employees covered by the scheme, for keeping their ward in the Hostel of a residential school away from the station in which the employee is posted or residing irrespective of any transfer liability.
7. Hostel subsidy is reimbursable only in case of child studying in a residential school and staying in hostel of the said residential school.
8. There is no minimum age of child for whom reimbursement is claimed irrespective of the fact whether the child is disabled or not. The maximum age for normal child is 20 years and for physically challenged children the maximum age is 22 years.
9. There is no item-wise ceiling under the Scheme of CEA.
10. The CEA/hostel subsidy shall be admissible to a Govt. servant while he/she is on duty or is under suspension or is on leave (including extra ordinary leave). Provided that during any period which is treated as '*dies non*' the Govt. servant shall not be eligible for the Allowance/reimbursement/subsidy for the period.
11. In case both the spouses are Government servants, only one of them can avail reimbursement under Children Education Allowance.
12. **Both hostel subsidy and Children Education Allowance cannot be availed concurrently.**
13. Reimbursement will be applicable for expenditure on the education of school going children only i.e. for children from classes nursery to twelfth including classes eleventh and twelfth. 'Classes nursery to twelfth' will include classes I to XII + 2 classes prior to class I irrespective of the nomenclature.
14. In respect of schools/institutions at nursery, primary and middle level not affiliated to any Board of education, the reimbursement under the Scheme may be allowed for the children studying in a recognized school/institution. Recognized school/institution in this regard means a Govt. school or any educational institution whether in receipt of Govt. aid or not, recognized by the Central or State Govt. or Union Territory Administration or by University or a recognized educational authority having jurisdiction over the area where the Institution is situated.
15. CEA/hostel subsidy shall be admissible till the end of the academic year in which the Government servant ceases to be in service due to retirement, discharge, dismissal or removal from service in the course of an academic year. The payment shall be made by the office in which the Govt. servant worked prior to these events and will be regulated by the other conditions laid down under the CEA scheme.
16. If a Govt. servant dies while in service, the Children Education Allowance or hostel subsidy shall be admissible in respect of his/her children subject to observance of other conditions for its grant provided the wife/husband of the deceased is not employed in service of the Central Govt., State Government, Autonomous body, PSU, Semi Government Organization such as Municipality, Port Trust Authority or any other organization partly or fully funded by the Central Govt./State Governments. In such cases the CEA/Hostel Subsidy shall be payable to the children till such time the employee would have actually received the same; subject to the condition that other terms and conditions are fulfilled. The payment shall be made by the office in which the Govt. servant was working prior to his death and will be regulated by the other conditions, laid down under CEA scheme.
17. Amounts fixed for reimbursement of CEA and Hostel Subsidy will be Rs.2250/-pm. and Rs. 6750/-pm respectively. The above limits would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%. Annual ceiling fixed for reimbursement of CEA for differently abled children of railway employees is Rs. 54,000/-.
18. In case both the spouses are Government servants, only one of them can avail reimbursement under CEA.
19. All other instructions on the subject, as being issued from time to time, will be scrupulously followed.

Format for obtaining certificate from Head of Institution

To whom it may concern

1. This is to certify that (Name of Student) _____ Child of (Parent's name) _____ was a *bonafide* student of (name of School/Institution) _____ and she/he studied in Class _____ in this school/institution during the previous academic year _____.
2. *This is also to certify that an amount of Rs. _____ (in words) was incurred by his/her parent (name) _____ towards lodging and boarding in favour of the student (name) _____ in the residential complex of this school/institution.

Signature of Head of School/Institute

Stamp:

Date:

*To be scored out, if not applicable.