

EASTERN RAILWAY

No. E/PB/CEA/Pt.I

HWH, dtd.11th April/2018

All Concerned

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

Ref: PCPO/KKK's Letter No.E.352/0/1/Pt.II dtd.05.04.2018 Circulated under CPO's SL.No.58/2018.

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In supersession of this office all concerned Circular of even no. dated 6.3.2018 in connection with guideline for payment of Children Education Allowance as per 7th CPC for the year 2017-18 is being modified in accordance with PCPO all concerned letter no. E.352/0/1/Pt.II dtd.05.04.2018 Circulated under CPO's SL.No.58/2018 for information, guidance and necessary action.

(G.C. Das) 11/4/18
Asstt. Personnel Officer (G)/Howrah
Rly. Ph no. 22104

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

Copy of PCPO/KKK's all concerned Letter.No.E.352/0/1/Pt.II dtd.05.04.2018 Circulated under CPO's SL.No.58/2018 is sent for information guidance and necessary action.

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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 m office 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 f 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 year2017-18 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.

Sd/
(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, 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 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 prorata basis.
11. The JPO shall come into force with immediate effect.

Sd/-
(R.Kumar)
Dy.C.A.O./G

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