

Serial Circular No. 49/2012

Eastern Railway
(Personnel Department)

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

Kolkata, dated: 24/04/2012

All Concerned

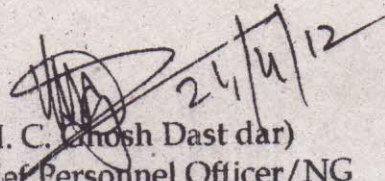
Sub: Joint Procedure Order for payment of Children Education Allowance/Hostel Subsidy.

With a view to streamline the process and payment of Children Education Allowance/ Hostel Subsidy uniformly in all units of this Railway, it has been decided to formulate a Joint Procedure Order (JPO), incorporating all relevant instructions on the subject. Accordingly, the JPO dated 24.04.2012, duly signed by Dy.CPO/NG and Dy CAO/G, is issued herewith for information, guidance and necessary action.

In this context, it is advised that in terms of para (17) of the said JPO, henceforth, all claims of CEA/Hostel Subsidy will be sent directly from Branch Officers to Pay Bill for further necessary action.

This has got the approval of CPO & FA&CAO.

DA: JPO dated 24.04.2012


(M. C. Anosh Dast dar)
Dy.Chief Personnel Officer/NG
for Chief Personnel Officer

Sub: Joint Procedure Order for pre-vetting of Children Education Allowance before inclusion in the regular salary bill.

Joint Procedure Order for Charging Children Education Allowance

1. (a) Children Education Allowance and Reimbursement of Tuition fees, which were hitherto payable separately would be merged and would be known as Children Education Allowance w.e.f. 01st September, 2008. This issues in supersession of all earlier orders on the subject of Children Education Allowance and Reimbursement of Tuition fees. (Authority: CPO's Sl. No. 121/2008).

(b) Under the scheme, Hostel Subsidy will be reimbursed, which means expenses incurred by the Rly. employee if he has to keep his children in the Hostel of a residential school away from the station at which he is posted/or is residing irrespective of any transfer liability. However, both Hostel subsidy and Children education Allowance cannot be availed concurrently. This issues in supersession of all earlier orders on the subject of Hostel Subsidy. (Authority: CPO's Sl. Nos. 121/2008, 01/2009 & 181/2009)

(c) Under the scheme, reimbursement of Children Education Allowance is admissible for disabled children of Rly. employees. (Authority: CPO's Sl. No. 1/2009)

(d) Under the scheme 'Year' means academic year i.e. twelve months of complete academic session. (Authority: CPO's S. No. 1/2009) (Authority: CPO's Sl. No. 1/2009)

2. (a) Under the scheme of Children Education Allowance, reimbursement @ ₹ 12000/- is admissible for eldest two surviving children, except when the number of children exceeds two, as a result of second child birth resulting in twins or multiples births. Further, CEA is admissible only for the first child born after failure of sterilization operation. (Authority: CPO's Sl. Nos. 01/2009, 111/09 & 113/2011).

(b) Hostel Subsidy is admissible upto the maximum limit of ₹ 3000/- per month per child subject to a maximum of 2 (two) children. (Authority: CPO's Sl. No. 121/2008)

(c) Reimbursement of Education Allowance for disabled children of Rly. employees shall be payable at double the normal rates prescribed, i.e. ₹ 24000/- . Similarly, Hostel Subsidy shall be also be payable at double the normal rates, i.e. ₹ 6000/- p.m. (Authority: CPO's Sl. No. 130/2008)

(d) As per revised scheme, reimbursement limits on CEA and Hostel Subsidy would be raised by 25% every time the Dearness Allowance (DA) on the revised pay structure goes up by 50%. (Authority: CPO's Sl. No. 121/2008).

(e) Consequent upon enhancement in Dearness Allowance (DA) to 51% w.e.f. 1st January, 2011, existing limits on reimbursement under the scheme has been revised as under:-

(i) The annual ceiling limit for reimbursement of CEA shall be ₹ 15,000/- per child. Accordingly, the quarterly could be more than ₹ 3,750/- in one quarter and less than ₹ 3,750/- in another quarter subject to the annual ceiling of ₹ 15,000/- per child and Hostel Subsidy shall be ₹ 3,750/- per month per child. (Authority: CPO's Sl. No. 71/2011)

(ii) The annual ceiling for reimbursement of Education Allowance for disabled children of Rly. employees shall be treated as revised to ₹ 30,000/- per annum per child and the rates of Hostel Subsidy for disabled children of Govt. employees shall be treated as revised from ₹ 6,000/- per child per month to ₹ 7,500/- per child per month. (Authority: CPO's Sl. No. 71/2011).

(iii) Such enhancement in the ceiling of reimbursement per annum due to increase in DA by 50% shall be applicable as pro-rata basis from the date of increase in DA, subject to actual expenditure during the quarter. (CPO's Sl. No. 45/2012)

Contd. page 2.

(f) Rly. employee is allowed to get 50% of the entitled amount for the academic year could be allowed in the 1st and/or 2nd quarter and remaining amount in third and/ or fourth quarter. However, the entire amount can be reimbursement in the last quarter. **Frontloading of the entire amount in the first and second quarters is not allowed.** (Authority: CPO's Sl. Nos. 113/2011 & 45/2012)

(g) In case of misplacement of receipts given by the school/institution, reimbursement may be allowed if the Rly. Employee produces a duplicate receipt, duly authenticated by the school authorities. Receipts from private parties, other than school, if misplaced shall not be entertained, even if duplicate receipt is produced. (Authority: CPO's Sl. No. 45/2012)

3. (a) 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 held by junior colleges or schools affiliated to Universities or Boards of Education. Classes nursery to twelfth will include classes I to XII + 2 classes prior to class I irrespective of the nomenclature. (Authority: CPO's Sl. No.6/2010)

(b) 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. (Authority: CPO's Sl. No. 6/2010)

(c) In case of disabled children of Rly. employees - as long as a physically/mentally handicapped child studies in any institution, i.e. aided or approved by the Central/State Govt./ UT Administration or whose fees approved by any of these authorities, the CEA paid by the Govt. employees shall be reimbursed. (Authority: CPO's Sl. Nos. 1/2009 & 45/2012)

(d) The restriction of classes I to XII + 2 classes prior to class I irrespective of the nomenclature, as applicable for CEA, is also applicable for drawing hostel subsidy. (Authority: CPO's Sl. No. 1/2009)

(e) Diploma Course in Polytechnic after passing X class, the reimbursement of tuition fees shall be allowed for the 1st and 2nd year classes. (Authority: CPO's Sl. No. 01/2009).

4. Reimbursement under the revised scheme will be admissible even if a child fails in a particular class. (Authority: CPO's Sl. No.121/2008)

(5) (a) Reimbursement of CEA/Hostel Subsidy for incurring expenses for payment to the institution against the following items can be claimed under this Scheme:-

(i) Tuition Fee, (ii) admission fee, (iii) laboratory fee, (iv) special fee charged for agriculture, electronics, music or any other subject, (v) fee charged for practical work under the programme of work experience, (vi) fee paid for the use of any aid or appliance by the child, (vii) library fee, game/sports fee and (viii) fee for extra-curricular activities. **This also includes reimbursement for purchase of one set of text books and notebooks, two sets of uniforms and one set of school shoes which can be claimed in a year. However, reimbursement of school bags, pens/pencils, etc. may not be allowed.** (Authority: CPO's Sl. Nos.121/2008 & 45/2012).

(b) Vidyalaya Vikas Nidhi charged by Kendriya Vidyalayas can be claimed for reimbursement under the scheme of Children Education Allowance subject to the annual ceiling of ₹ 15000 per child. (Authority: CPO's Sl. No.6/2010)

(c) 'One set of shoes' would mean one pair of shoes and 'two sets of Uniform' would mean two sets of uniforms prescribed by the school in which the child is studying. A set of uniform will include all items of clothing prescribed for a day, as uniform by the school. Reimbursement may be allowed for two sets of such uniform irrespective of the colours/winter/summer/PT uniform. (Authority: CPO's Sl. No. 22/2011)

- (d) In case of Hostel Subsidy, it includes expenses towards boarding, lodging and expenses as detailed in para 5 (a) (i) above. (Authority: CPO's Sl. No. 1/2009)
- (e) For the purpose of the scheme, the term 'fee' would mean fee paid to the school in which the child is studying directly by the parents/guardian for the items mentioned in para 5 (a) (i) above. However, it does not include fee paid to organizations/institutions other than school or fee paid to private tutors. Further, reimbursement cannot be claimed under the revised scheme for expenses on Tuition/Coaching Centre. (Authority: CPO's Sl. Nos. 111/09, 22/2011 & 45/2012)
- (f) Development Fee/Parents' Contribution charged by the school/institution in lieu of tuition fee shall be reimbursed. The Rly. Employee will have to certify to the effect that tuition fee has not been charged by the school/institution. (Authority: CPO's Sl. No. 45/2012)
- (g) Fee charged directly by the school/institution for catering to the special needs of child of disabilities, duly certified by the authorities, shall be reimbursed in addition to item mentioned in para 5 (a) (i) above.
- (h) There is no item-wise ceiling. (Authority: CPO's Sl. No. 45/2012)
6. Upper age limit for disabled children has been set at the age of 22 years. In case of other children the age limit will now be 20 years or till the time of passing 12th class which ever is earlier. However, henceforth there will be no minimum age for any child for claiming CEA/Hostel Subsidy. (Authority: CPO's Sl. No. 01/2009, 22/2011 & 45/2012)
- (7) CEA may henceforth be allowed in case of children studying through 'Correspondence or Distance Learning' subject to other condition prescribed. (Authority: CPO's Sl. No. 22/2011)
- (8) (a) If a Railway employee ceases to be in service by reason of retirement, resignation, discharge, dismissal or removal from service in the course of an academic year, CEA/hostel subsidy shall be admissible till the academic year in which the event takes place. The payment shall be made by the office in which the Railway servant worked prior to these events. (Authority: CPO's Sl. No. 22/2011)
- (b) If a Railway employee dies while in service, CEA & Hostel Subsidy shall be admissible in respect of his/her children subject to conditions, as mentioned in CPO's serial No. 22/2011.
- (9) Children attending day-boarding, whether attached to schools or not are not eligible to draw hostel subsidy. (Authority: CPO's Sl. No. 01/2009)
- (10) The CEA or hostel subsidy shall be admissible to a Rly. employee while he/she is on duty or in under suspension or is on leave (including EOL). Provided that during any period which is treated as 'dies non' the Govt. servant is not eligible for the allowance/reimbursement/subsidy for the period. (Authority: CPO's Sl. No. 01/2009)
- (11) In case of both the spouses are Rly. Employees, only one of them can avail reimbursement under the Children Education Scheme. (Authority: CPO's Sl. No. 121/2008) In this regard, a declaration has to be obtained. Application without declaration will not be entertained in 'P' branch and Accounts also.
- (12) For the purpose of the scheme, 'one set of text book' would mean all text books relevant to a particular class prescribed by the school. But, it does not include the notebook, reference books, paper solution etc. In this regard, Book-list may be obtained alongwith the application, where required.
- (13) The term 'notebooks' would mean one set of notebook prescribed by the school to a particular class that includes practical notebook, graph notebook and drawing notebook. All claims of reimbursement against 'notebooks' should be reasonable according to the class in which the children are studying.
- (14) All bills/vouchers against which reimbursement is claimed should invariably bear serial number, date of issue, name of the child, stamp of the shop and counter-signature of the applicant. Any an biguous/illegible bill/voucher should not be accepted.

(15) All claims for reimbursement of CEA/Hostel Subsidy should be submitted, incorporating original receipts on the basis of self-declaration, in the prescribed format (Annexure 'A' & 'B') to the immediate Supervisor. It will be the duty of immediate supervisor to check the claim(s) and thereafter should forward such application with his/her clear endorsement that the claim of the applicant for reimbursement is *bona fide* to the best of his/her knowledge. He should also check that all supported receipts have duly been countersigned by the claimant. Regarding affiliation/recognition etc., employees' self-declaration will suffice the purpose.

(16) For keeping records of claims, a register will be maintained by the concerned BO, containing the details of employee's children, amount claimed and period etc. in a summarized form and duly signed by the Gazetted Officer of the Branch concerned

(17) The filled in application format alongwith the above certification, the bills should be countersigned by the Gazetted Officer of the Branch concerned and should be submitted to the concerned Bill Clerk for further necessary action in consolidated manner. It should be ensured that such application should be submitted to BOs either on quarterly basis or at the end of academic session, as feasible.

(18) The Bill preparing clerks should input detail particulars of CEA/Hostel Subsidy of each employee under the head CEA in PRIME by operating specified code.

(19) An abstract/summary sheet of each of Bill Unit of CEA/Hostel Subsidy should be generated in duplicate.

(20) Thereafter, Bill Section should submit CEA/Hostel Subsidy bill (in duplicate) to Accounts Office for pre-audit along with certified vouchers. Accounts office will pre-audit on all two copies and return one copy of the said bill to Bill Section. The original vouchers will be retained by Accounts Office as record.

(21) If any correction is made by accounts Office while pre-auditing the bill, that should also be modified in the PRIME programme.

(22) Bill Section must input relevant datas of CEA/Hostel Subsidy bill in the fields specified as 'Reference' in the programme for reconciliation purposes.

(23) The pre-auditing amount should be charged in the next salary bill by the bill Section and keep one pre-auditing abstract of CEA/Hostel Subsidy bill as office copy.

(24) In case of Transfer-in and transfer-out, the detail of claim should be incorporated in LPC

(25) Claim preferred after expiry of six months from the last date of academic session or the current fiscal, as the case may be, will be treated as a delayed claim for this purpose.

(26) The JPO shall be come into force with immediate effect.

Amish
24/4/12
Dy. C. A.O/G

24/4/12
Dy. C. P. O/NG

FORMAT

To
The Authority Concerned,
Eastern Railway,

Sub : Children Education Assistance and Reimbursement of Tuition fees.

Ref : CPO/E Railway/Kolkata's Sl. Circular No.121/08, 01/2009 & 6/2010
& CPO's Letter No.E/SPC/2008/Policy/Pt.I dated 01.04.2009.

1. Name of the employee in full (Block letter) :
2. Designation: Department & Station :
3. Pay Band Grade Pay :
4. Basic Pay (Pay plus Grade Pay) :
5. Name of the child & relationship with the employee :
6. CEA is claimed for First / Second child :
7. CEA is claimed for the month with academic session :
8. Name of the Institution :
9. Affiliation of the Institution :
10. Standard / Class :
11. Bill Unit No. : 12. P.F. A/c No. :

Reimbursement Claimed for the items	For the month of		@	Amount
	From	To	₹	₹
All legitimate & Compulsory fees (except donation) which are paid in regular "School Bills"				
One set of Text Books				
Note Books (Exercise Books)				
Two sets of Uniforms including Socks				
One set of School shoes				
Total				

I hereby declare that the statement / bio-data given above are true to the best of my knowledge and belief. I shall be responsible, if any of them is found incorrect afterwards and also declare that no claim has been made from any other sources for which the above claim has been submitted herewith. Necessary documents / receipts in original are enclosed herewith.

Enclosures :

Date

(Signature of the applicant)

FORMAT

To
The Authority Concerned,
Eastern Railway,

Sub : Reimbursement of Hostel Subsidy.

Ref : CPO/E Railway/Kolkata's Sl. Circular No.121/08, 01/2009.

1. Name of the employee in full (Block letter) :
2. Designation: Department & Station :
3. Pay Band Grade Pay :
4. Basic Pay (Pay plus Grade Pay) :
5. Name of the child & relationship with the employee :
6. CEA is claimed for First / Second child :
7. CEA is claimed for the month with academic session :
8. Name of the Institution :
9. Affiliation of the Institution :
10. Standard / Class :
11. Bill Unit No. : 12. P.F. A/c No. :

Reimbursement Claimed for the items	For the month of		@	Amount
	From	To	₹	₹
Expenses towards boarding, lodging and expenses as detailed in para (e) of original O. M. No. 12011/3/2008-Estt. (Allowance) dated 02.09.2008, circulated under CPO's serial No. 121/2008.				
Total				

I hereby declare that the statement / bio-data given above are true to the best of my knowledge and belief. I shall be responsible, if any of them is found incorrect afterwards and also declare that no claim has been made from any other sources for which the above claim has been submitted herewith. Necessary documents / receipts in original are enclosed herewith.

Enclosures :
Date

(Signature of the applicant)