



SOUTH WESTERN RAILWAY

Divisional office
Personnel Department,
Bangalore-560023.
Dated: 08.04.2021

No.B/P. 249/Bills/CEA

All Branch Officers, Bangalore Division
All Supervisory Officials, Bangalore Division

Sub: Children Education Allowance/Hostel Subsidy for the year
2020-2021.
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
and 13.08.2018 (RBE No.147/2017)&(RBE No.114/2018)

Railway Board has communicated the revised rates for Children Education Allowance (CEA)/Hostel Subsidy and the new method of application and payment/reimbursement of CEA/Hostel Subsidy 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.(fixed), 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 Bonafide 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 i.e. 2020-21.
4. To ensure that the child/ward has studied during the academic Year, a bonafide Certificate from the institution has to be submitted in the following format. This can also be in any format given by the school in their letter head.

BONAFIDE CERTIFICATE

(should be in the institution letter head only)

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 **2020-21**.

n
Date of birth, as per school record:
(In words.....)

Admission Register No.....

Signature of the Head of the Institution/
School/College

Institution seal
Date:

5. 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 and Tuition fees paid are to be furnished. The amount of expenditure mentioned, or the ceiling, Rs.6,750/-pm, whichever is lower shall be paid to the employee.
6. Hostel subsidy is reimbursable only in case of child studying in a Residential Educational Institution located at least 50 kms from the residence of the Govt. employee. Employees are required to be submit bonafide certificate for hostel subsidy or original fee receipts/cash bills/e-receipts for the year 2019-20 in the following format:-

BONAFIDE CERTIFICATE FOR HOSTEL SUBSIDY
(should be in the institution letter head only)

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 **2020-21**.

During the year Master/Mr/Ms..... has resided in the Residential Complex(Hostel) of the school and paid the following amount:

Boarding & Lodging cost :
Tuition fees paid :
Total Rs :.....(in words.....)
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:

7. The allowance will be double for differently abled children. A disability certificate is to be enclosed if the claim is for Disabled Child.

Scheduled for payment of CEA for the year 2020-21:

1. Applications for reimbursement of CEA may be collected from the eligible employees in one bunch and submitted to this office on or before **10.05.2021.**
2. The received applications will be scrutinized and processed for sanction and vetting from Associate Finance through online i.e. on IPAS.
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/Hostel Subsidy, every employee should ensure that his/her child's name is included in the Family Composition Certificate.
6. It is also necessary to enclose the copy of employee's Family Composition Details along with CEA/ Hostel Subsidy application duly certified by the concerned supervisory officials. Proforma enclosed.
7. The supervisory officials are requested to collect the applications of the employees working under them with bonafide certificates 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 will not be entertained.

This has the approval of Competent Authority.

Encl: CEA/Hostel Subsidy application


(UMA SHARMA)
Sr.DPO/II/SBC
For Sr.DPO/CO/SBC

Copy to: PS to DRM & ADRM-for kind information of DRM & ADRM

Copy to: DPO/I, DPO, & APO/I & II

Copy to: ChOS/Bills, ChOS/Admin, CS&WI/Personnel Dept.

All Bill Clerks/Personnel Dept.

DivlSecy/SWRMU/SBC Dn.

DivlSecy/AISCST/REA/SBC Dn.

DivlSecy/AIOBC/Assn/SBC Dn.

Notice Board

APPLICATION FOR REIMBURSEMENT OF CHILDREN EDUCATION (CEA) ALLOWANCE FOR THE ACADEMIC YEAR 2020-21.

Ref: Railway letter no.E(W2017/ED2/3 dated 12-10-2017(RBE no.147/2017).

I hereby apply for the reimbursement of Children Education Allowance for my child/children and relevant particulars are furnished below.

1.	Name of the Employee.				
2.	Design/office/Station.				
	Employee No. (PF No)				
3	Date of Regular Appointment				
4.	Bill Unit.				
5.	PARTICULARS OF CHILDREN	CHILD-1		CHILD-2	
	Name of the student				
	Date of Birth				
	Class (Studied in 2020-21)				
	Academic Year	2020-2021 (From _____ to _____)		2020-2021 (From _____ to _____)	
	Name of the school and address With PIN Code.				
	Nature of claim (Tick whichever is applicable)	1)Education Allowance		1)Education Allowance	
		2)Hostel Subsidy		2)Hostel Subsidy	
		3)Disable Child		3)Disable Child	
6.	Whether Bonafide certificate from school is enclosed.				
7.	Hostel subsidy whether Bonafide certificate from school mentioning the amount of expenditure is enclosed.				
8.	Hostel charges paid.				

Certified that:

1. My child /children mentioned above in respect of whom reimbursement of education expenses is claimed is / are wholly depended upon me.
2. My Wife / Husband are not a Central Government employee.
3. My Wife / Husband is a Central Government employee and that she / he will not claim reimbursement of Education expenses in respect of our Child / Children.
4. My child/children in respect of whom reimbursement claimed is/are studying in recognized School.
 - i) 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.
 - ii) I hereby declare that reimbursement of children education expenses is claimed for my eldest two Studying children only whose names are included in my family composition.
5. 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.

/2/

FAMILY COMPOSITION CERTIFICATE(As Per Pass Ledger)

Details of Family Members (Dependents/Relatives)

SL No	Name	Relations	Date of Birth	Aadhar Number (Enclose Aadhar Card Xerox)	Remarks of PH/Married Unmarried etc.
1		Self			
2		Spouse			
3		Ist child			
4		2 nd child			
5		3 rd child			
6		4 th child			

Dedearation:- (1)My father is alive / Not alive. (2) I hereby declare that all the mentioned family members in FCC are residing with me & are wholly dependent upon me. All the members mentioned are not availing Railway Pass/PTO's from any other sources.(3) All the information furnished are true to the best of my knowledge and in case any information furnished is found false, I shall be liable to be taken up under DAR.(4) I am enclosing the Xerox copies of School certificate of my Family members. *(Strike out which ever is not applicable) Office seal (round seal) to be affixed at the corner across the photos*

Date:

Signature of the Employee

Name:

Employee No (PF No)

Desig/STN :

1) Certified that all the family details furnished above are verified and found correct as per office records.

Signature of the Immediate Supervisor

Name:

Desig/STN :

Date:

Office Seal

For Residential School only

BONAFIDE CERTIFICATE FOR HOSTEL SUBSIDY

ON THE LETTER HEAD OF THE INSTITUTION WITH ADDRESS AND PINCODE

(If there is no letter head, Institution name & address with registration no. should be written clearly.)

I, Certified that Master/kum/Mr/Ms. _____

Roll no. _____ D/o Sri/Smt _____ is bonafide student of our school/college and has studied in class _____ during the academic year 2020-21.

Academic Year starts From _____ To _____

As per School records, his/her date of Birth is...../...../.....

(In words.....)

a) This School is recognized by.....under Registration No.....

1) During the year Master/Kum/Mr./Ms. _____ has

resided in the residential complex (Hostel) of the school and paid an amount of Rs. _____ Towards Boarding & lodging (hostel fee & mess charges.)

under cash receipt as fallow.

1) No..... Dated.....2) No..... Dated.....

3)No.....Dated.....4)No.....Dated.....

towards boarding and lodging for the academic year 2020-21. He / She is admitted to hostel on...../...../..... (dd/mm/yy) and resided up to...../...../.....(dd/mm/yy)

a) Certified that all the details furnished in the certificate are as per school/hostel records.

b) Certified that this school is a residential school.

Signature of the Head of the

Institution /School with seal.

OFFICE SEAL WITH DATE.

PROFORMA FOR BONAFIDE CERTIFICATE CEA

ON THE LETTER HEAD OF THE INSTITUTION WITH ADDRESS AND PINCODE

(If there is no letter head Institution name & address with registration no. should be written clearly.)

BONAFIDE CERTIFICATE

1) Certified that Master/kum/Mr/Ms. _____

Roll no. _____ D/o Sri/Smt _____
is bonafide student of our school/college and has studied in class _____ during the
academic year 2020-21.

Academic Year starts From _____ To _____ As per School records,
his/her date of Birth is.....(In words).....

1) Certified that all the details furnished in the certificate are as per school/hostel
records.

2) This School is recognized
by.....under

Admission Registration No.....

Signature of the Head of the

Institution /School,with seal.

OFFICE SEAL WITH DATE.

Date:
Place:

From

To

Sr.DPO/SWR/SBC

Respected Sir,

Sub: SELF DECLARATION FOR CLAIMING CHILDREN EDUCATION
ALLOWANCE(CEA) FOR 2020-2021.

Ref: PCPO/SWR'S letter No SWR/(P).249/CEA dated 13.05.2020

I(Design. / Stn.)

(PF/Emp. No.), hereby declare that I am claiming Tuition Fees/Hostel Subsidy for
the academic year 2020-2021 in favour of my first/second child as per particulars furnished below:

Sl. No.	PARTICULARS OF CHILDREN	CHILD-1	CHILD-2
1	Name of the student		
2	Date of Birth		
3	Class (2020-21)		
4	Name of the School/College and address		
5	School's Registration No.		

Due to countrywide lockdown w.e.f. 24th March 2020 onwards, all the Educational Institutions have remained closed due to which I am unable to produce the Bonafide Certificate for the academic year 2020-2021. I hereby declare that I will produce the Bonafide Certificates after re-opening of the Institutions.

Now, I am enclosing self-attested Fees receipts/e-receipts confirming/indicating that the fees deposited for the academic year 2019-20 as my supporting document for children education allowance/Hostel subsidy.

In the event of my claim is found false at a later stage/ non-furnishing of the Bonafide Certificates after re-opening of the Institutions, I am aware that I am liable for prosecution under DAR rules.

Thanking you sir,

Yours faithfully,

Signature :
Name :
Designation:
PF/NPS No. :
Office :
Mobile No. :