



दक्षिण पश्चिम रेलवे South Western Railway
वरिष्ठ मंडल कार्मिक अधिकारी का कार्यालय
Office of the Sr.Divisional Personnel Officer
मंडल कार्यालय, Divisional Office
कार्मिक विभाग, Personnel Department
मैसूरु - Mysuru-570 001



No.Y/P. 249/Bills/CEA

Dated: 06.03.2023

All Branch Officers, Mysuru Division
All Supervisory Officials, Mysuru Division

Sub: Children Education Allowance/Hostel Subsidy for the year
2022-2023.

Ref: Rly.Bd letter No.E(W)2017/ED-2/3 dated 12.10.2017 and
13.08.2018 (RBE No.147/2017)&(RBE No.114/2018)

Applications in the prescribed proforma are invited from the employees for grant of Children Education Allowance (CEA)/Hostel Subsidy to their eligible wards for the year 2022-23.

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. 2022-23.
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 FOR CEA
(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
2022-23.

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

Admission Register No.....

Signature of the Head of the Institution/
School/College

Institution seal
Date:

.....2

[Handwritten signature]

5. 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 submit bonafide certificate for hostel subsidy or original fee receipts/cash bills/e-receipts for the year 2022-23 in the following format:-

BONAFIDE CERTIFICATE FOR HOSTEL SUBSIDY

(should be in the institution letter head only from a Residential School)

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 **2022-23**.

During the year Master/Mr/Ms.....has resided in the Residential Complex(Hostel) of the school.

Our Institution is recognised by the Govt. of (state/India).....as a **"Residential School/College"**. (Regd No.....).

He/she has 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 words.....)

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 2022-23:

1. Applications for reimbursement of CEA may be collected from the eligible employees in one bunch and submitted to this office on or before **20.04.2023**.
2. The received applications will be scrutinised and processed for sanction and vetting from Associate Finance through online i.e. on IPAS.3



..3..

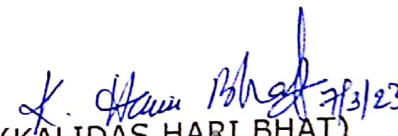
3. If both the spouses are Government servants, the applicant should declare that his/her spouse has not claimed the allowance, and will be liable for action under D&AR if it is found to be false at a later date.
4. Claims shall be admissible only for the First two surviving children whose names are 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.
5. It is also necessary to enclose the employee's Family Composition Details along with CEA/ Hostel Subsidy application duly certified by the concerned supervisory officials as per the proforma enclosed.
6. 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. Applications without covering letter will not be entertained.
7. CEA/Hostel Subsidy application may be downloaded from SWR website i.e. www.swr.indianrailways.gov.in on the following link:-

About Us → Division → Mysuru → Personnel Branch → Forms to download.

8. The last date for receipt of the applications in this office is **20.04.2023.**

This has the approval of Competent Authority.

Encl: CEA/Hostel Subsidy application
FCC format


(KALIDAS HARI BHAT)
APO/I/MYS
For Sr.DPO/MYSURU

Copy to: PPS to DRM & ADRM-I & II-for kind information of DRM & ADRM-I&II
Copy to: DPO, APO/I & II
Copy to: ChOS/Bills, ChOS/Admin, CS&WI/Personnel Dept.
All Bill Clerks/Personnel Dept.

DivISecy/SWRMU/MYS Dn.
DivISecy/AISCST/REA/MYS Dn.
DivISecy/AIOBC/Assn/MYS Dn.
Notice Board



**APPLICATION FOR GRANT OF CHILDREN EDUCATION ALLOWANCE/HOSTEL
SUBSIDY FOR THE ACADEMIC YEAR 2022-23** (Ref: RBE No.114/2018)
(Maximum up to first 02 surviving children)

1.	Name of the Employee (in capital letters)	:		
2.	PF/Employee No. (11 digit PF No. to be furnished)	:		
3.	Designation	:		
4.	Office & Bill Unit	:	Office:	Bill Unit:
5.	Name of Spouse	:		
6.	i).If spouse is employed, State whether in Central, State, PSU (mention details)	:		
	ii).Designation, Office, PF No. & Bill Unit of Spouse if spouse is employed in Railways	:	Designation:	PF No:
			Office/Divn:	Bill Unit:
7.	Details of children to whom CEA/Hostel subsidy claimed:			
	Particulars of Child	:	1st Child	2nd Child
	i) Name of the student	:		
	ii) Date of Birth	:		
	iii) Class studied during the academic year 2022-23	:		
	iv) Name of the school/ college and address	:		
8.	Nature of claim (Tick whichever is applicable).	:	1. Education Allowance 2. Hostel Subsidy 3. Disabled Child	1. Education Allowance 2. Hostel Subsidy 3. Disabled Child
9.	Whether Bonafide Certificate from Head of the Institution is enclosed in school letter head for CEA			YES / NO
10.	For Hostel Subsidy whether Bonafide Certificate from Head of the Institution in the letter head mentioning the amount of expenditure towards boarding & lodging is enclosed (in case of Hostel subsidy)			YES / NO
11.	Whether Family Composition Certificate enclosed duly certified by the Supervisory Official			YES / NO

I hereby declare 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/is not a Central Government Employee.
3. My wife/husband is a Central Govt. Employee and that she/he will not claim reimbursement educational expenses in respect of our child/children mentioned above.

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Contd...2

..2..

4. My child in respect of whom CEA is applied is studying in the School/College which is recognized and affiliated to Board of Education/university.
5. I hereby declare that my child studied in a **Residential Educational** institution which is located 50 KMs from the residence (in case of Hostel subsidy is claimed).
6. Family declaration particulars are enclosed duly certified by the Supervisory Official.
7. I hereby declare that reimbursement of Children Education Allowance/Hostel subsidy is not been claimed in respect of the child/children by a person other than me.
8. I hereby declare that reimbursement of Children Education expenses is claimed for my eldest two surviving children only.

I hereby declare that the particulars mentioned above are correct to the best of my knowledge. If any information furnished above is found to be not correct, I am liable to be taken up under D&AR.

Place:

Date :

Signature of the Employee:

Name:

Designation:

Emp (PF) No:

Certified that the details of the wards of the employee have been verified with the Family Composition Details (FCC) maintained in this office and found correct.

Forwarded to Sr.DPO/MYS for necessary action please.

Signature of the forwarding official with Office Seal

Place:

Date:

Documents to be enclosed:

1. CEA application filled in all respect
2. Bonafide Certificate(in original) issued from school/College in letter head-for CEA
3. Bonafide Certificate (in original) issued from the **Residential School/College** in letter head for Hostel Subsidy.(if applicable)
4. FCC details duly certified by the supervisory official.
5. Copy of Disability Certificate if the claim is for Disabled Child.



ಮೈಸೂರು ಮಂಡಲ Mysuru Division
ಕಾರ್ಮಿಕ ವಿಭಾಗ Personnel Department



FAMILY COMPOSITION CERTIFICATE
(To be enclosed along with CEA application)

1.	Name of the employee (in capital letters)	
2.	PF Number (11 digit)	
3.	Designation & Office	
4.	Level	
5.	Date of Birth	
6.	Date of Appointment	
7.	Date of Retirement	
8.	Mobile Number	

Details of Family Members

Sl No	Name	Relation	Date of Birth	PH/Married/ Unmarried
1.		Self		
2.		Spouse		
3.				
4.				
5.				
6.				

I hereby declare that all the details furnished above are true and in case any information found to be false,
I shall be liable to take up under DAR.

Date:

Signature of the Employee

Witness-1		Witness-2	
Signature:		Signature:	
Name		Name	
Designation & Office		Designation & Office	
PF No		PF No	

Forwarded to Sr.DPO/MYS

Signature of Supervisory Official with Seal

Date:

[Handwritten Signature]