



दक्षिण पश्चिम रेलवे / South Western Railway
मंडल कार्यालय / Divisional Office
कार्मिक विभाग/Personnel Branch
मैसूरु/Mysuru-570 001

सं/ No. Y/P.249/Bills/CEA

दिनांक/Dated:19.03.2024

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

Sub: Children Education Allowance/Hostel Subsidy for the year 2023-2024.

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) and Hostel Subsidy to their eligible wards for the year 2023-24.

1. 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. 2023-24.
2. 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 IN ANNEXURE-I
(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 **2023-24.**

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

Admission Register No.....

Signature of the Head of the Institution/
School/College

Institution seal
Date:

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19.3.24

3. Hostel subsidy is reimbursable only in case of child studying in a **Residential Educational Institution** recognised by the Govt. of (state/India).....as a "**Residential School/College**" 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 2023-24 in the following format:-

4.

BONAFIDE CERTIFICATE FOR HOSTEL SUBSIDY IN ANNEXURE-II
(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 **2023-24**.

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:

5. Please note that CEA and Hostel Subsidy should be claimed separately, i.e **CEA in Annexure-I** and **Hostel Subsidy in Annexure- II**
6. Applications for reimbursement of CEA may be collected from the eligible employees in one bunch and submitted to this office on or before **22.04.2024**.
7. 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 IPAS as well as Family Composition Certificate.

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8. 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.
9. 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.
10. 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.
11. The last date for receipt of the applications in this office is **22.04.2024**.
12. CEA and Hostel Subsidy should be claimed separately in Annexure-I & II

This has the approval of Competent Authority.

Encl: ANNEXURE-I -CEA Application
ANNEXURE-II - Hostel Subsidy application
FCC format



(एन. गोपाल कृष्ण/N.GOPALA KRISHNA)
स.का.अ-II/APO-II/MYS
कु. व. मं. का. अ(स)/for Sr.DPO(Co-ord)/MYS

Copy to: PPS to DRM & ADRM-I & II-for kind information of DRM & ADRM-I&II
Copy to: Sr.DPO/II, 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

ANNEXURE-I

Children Education Allowance



ಮೈಸೂರು ಮಂಡಲ Mysuru Division
ಕಾರ್ಮಿಕ ವಿಭಾಗ Personnel Department



**APPLICATION FOR GRANT OF CHILDREN EDUCATION ALLOWANCE (CEA) FOR
THE ACADEMIC YEAR 2023-24 (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 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 2023-24	:		
	iv) Name of the school/ college and address	:		
8.	Nature of claim (Tick whichever is applicable).	:	1. Education Allowance ☐	1. Education Allowance ☐
			2. Disabled Child ☐	2. Disabled Child ☐
9.	Whether Bonafide Certificate from Head of the Institution is enclosed in school letter head for CEA			YES / NO
10.	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.

(Signature)

Contd...2

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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. Family declaration particulars are enclosed duly certified by the Supervisory Official.
7. I hereby declare that reimbursement of Children Education Allowance 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. FCC details duly certified by the supervisory official.
4. Copy of Disability Certificate if the claim is for Disabled Child.


19.3.24

ANNEXURE-II

ಮೈಸೂರು ಮಂಡಲ Mysuru Division
ಕಾರ್ಮಿಕ ವಿಭಾಗ Personnel Department

**APPLICATION FOR GRANT OF HOSTEL SUBSIDY FOR THE ACADEMIC YEAR****2023-24** (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 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 2023-24	:		
	iv) Name of the school/ college and address	:		
8.	Nature of claim (Tick whichever is applicable).	:	1. Hostel Subsidy ☐ 2. Disabled Child ☐	1. Hostel Subsidy ☐ 2. Disabled Child ☐
9.	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	:	YES / NO	
10.	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.

Contd... 2

4. My child in respect of whom Hostel Subsidy 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 recognized by the Govt. of (State/India) as a **Residential School/College** and the Institution is located 50 KMs from the residence.
6. **Family declaration particulars are enclosed duly certified by the Supervisory Official.**
7. I hereby declare that reimbursement of 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 Hostel Subsidy 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. Bonafide Certificate (in original) issued from the **Residential School/College** in letter head for Hostel Subsidy.
2. FCC details duly certified by the supervisory official.
3. **Copy of Disability Certificate if the claim is for Disabled Child.**


19-3-24



ಮೈಸೂರು ಮಂಡಲ Mysuru Division
ಕಾರ್ಮಿಕ ವಿಭಾಗ Personnel Department



FAMILY COMPOSITION CERTIFICATE
(To be enclosed along with CEA/Hostel Subsidy 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:

Place:


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