

दक्षिण पश्चिम रेलवे/SOUTH WESTERN RAILWAY

प्रधान कार्यालय, रेल सौधा

Headquarters Office, Rail Soudha  
कार्मिक विभाग/Personnel Department,

गदग रोड, हुबल्लि/Gadag Road,  
Hubballi - 580020

SWR/(P).249/CEAS

दिनांक/Date:03.04.2019

CAO/CN/BNC,  
All PHOD's/CHOD's/SWR  
DRMs/UBL,SBC & MYS,  
CWMs/UBLS & MYSS

- Sub: Children Education Allowance for the year 2018-2019 & onwards.
- 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 (RBE No.147/2017).  
3. This Office letter No.SWR/P/R/487/SC/2017/Vol.II dated 06.11.2017(PBSC No.140/2017).  
4. JPO circulated vide this Office letter No.SWR/P.483 /Genl Corres/Vol.III(NG) dated 21.03.2018.

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Railway Board has communicated the revised rates for Children Education Allowance (CEA) and the method of application and payment/reimbursement of CEA, vide letter under reference. These are detailed as under:-

1. The amount fixed for reimbursement of CEA will be Rs.2250/- pm., and Rs.6750/- pm for Hostel Subsidy. This is effective from 01.07.2017.
2. The reimbursement will be done just once a year, i.e. after completion of the financial year.
3. For reimbursement of CEA, a 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. **(Proforma-I enclosed)**
4. 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 are to be furnished. (RBE No.147/2017). The amount of expenditure mentioned, or the ceiling, Rs.6,750/-pm, whichever is lower shall be paid to the employee. Employees are required to submit bonafide certificate for hostel subsidy as per the **Proforma-II enclosed**.
5. Hostel subsidy is reimbursable only in case of child studying in a residential school and staying in hostel of the said residential school.
6. The Children Education Allowance will be double for differently abled children. (RBE No. 10/2018)

**Schedule for payment of CEA for the year 2018-19 & onwards:**

1. Applications for reimbursement/payment of CEA will have to be submitted after the completion of **every financial year i.e. before 30<sup>th</sup> of April.**
2. The received applications will be scrutinized and processed for sanction issue of Memorandum and vetting from Associate Finance through online i.e. on IPAS.
3. To ensure that the child/ward has studied during the academic Year, a bonafide Certificate from the school has to be obtained as per the prescribed **proforma-I** enclosed. This can also be in any format given by the school.
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, every employee should ensure that his/her child's name is included in the Family Composition Certificate which was sent to Personnel Department for scanning and uploading to IPAS system or else such claims will not be processed.
6. It is also necessary to enclose the copy of employee's Family Composition Details along with CEA application duly certified by the concerned supervisory officials.
7. The supervisory officials are requested to collect the applications of the employees working under them with bonafide certificates or original fee receipts/cash bills for hostel subsidy and forward the same to this Office in one bunch under a covering letter duly listing the names for further process. Applications without covering letter shall not be entertained.
8. CEA application can also be downloaded from SWR website i.e. [www.swr.indianrailways.gov.in](http://www.swr.indianrailways.gov.in) on the following link:-  
About Us → For IR Personnel → Download Form.

This has the approval of Competent Authority.

- Encl: a. CEA application  
b. Proforma-I  
c. Proforma-II

(Shuja Mahamood)

उप मुकाधि/Dy.CPO/HQ&W

कृते मुख्य कार्मिक अधिकारी/for PCPO

- C/- Sr.DPO/UBL, SBC & MYS- for information and n.a.  
- WPO/UBLS & MYSS - For information and n.a.  
- All Personnel Officers/HQ- For information and n.a.  
- GS/SWRMU/UBL  
- GS/AISCTA/UBL

**APPLICATION FOR CHILDREN EDUCATION ALLOWANCE (CEA)  
FOR THE YEAR 20..... - 20.....**

Ref: Railway Board's Letter No.E(W)2017/ED-2/3 date 12/10/2017  
(RBE No.147/2017)

**(Maximum upto first 02 surviving children)**

1.	Name of the Employee (in capital letters)	:		
2.	Design and Station/Office	:	Design:	Station/ Office
3.	Employee No. (11 digit PF No. to be furnished)	:		
4.	Basic Pay and Level	:	Basic Pay Rs.	Level :
5.	Amount Last Claimed	:		
6.	Particulars of Children	:	<b>Child-1</b>	<b>Child-2</b>
	i) Name of the student	:		
	ii) Date of Birth	:		
	iii) Class studied during the year	:		
	iv) Name of the school/ college and address	:		
7.	Nature of claim (Tick whichever is applicable).	:	1. Children Education Allowance <input type="checkbox"/> 2. CEA for Hostel Subsidy <input type="checkbox"/> 3. CEA for differently abled Child <input type="checkbox"/>	1. Children Education Allowance <input type="checkbox"/> 2. CEA for Hostel Subsidy <input type="checkbox"/> 3. CEA for differently abled Child <input type="checkbox"/>
8.	Whether Bonafide Certificate from school/ College is enclosed	:		
9.	Whether disability certificate of the child enclosed (if applicable)	:		
10.	<b>Hostel Subsidy:</b> Whether Bonafide Certificate from school/ college mentioning the amount of expenditure is enclosed.	:		
11.	Claim in Rs.	:		
12.	Whether Family Composition Certificate enclosed	:		

i) I hereby declare that:-

\* My child/children mentioned above in respect of whom reimbursement of education expenses is claimed is/are wholly depended upon me.

- \* My wife/husband/is not a Central Government Employee.
  - \* My wife/husband is a Central Govt. Employee and that she/he will not claim reimbursement education expenses in respect of our child/children.
  - \* My child /children in respect of whom reimbursement is claimed is/are studying in recognized school and not studying in the same class in which he/she failed in last year.
  - \* Family declaration particulars as certified for pass issuing authority are enclosed.
- ii) 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.
- iii) 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 not correct, I am liable to be taken up under D&AR.

Place:

Date :

Signature of the Applicant

Name:

Designation:

Emp No:

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

Forwarded to \_\_\_\_\_ for necessary action please.

Place:

Date:

Signature of the forwarding official  
With Office Seal

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**Documents to be enclosed:**

1. CEA application filled in all respect
2. Bonafide Certificate from school/College-Proforma-I
3. Bonafide Certificate from school/College for Hostel Subsidy-Proforma-II(if applicable)
4. Copy of FCC details duly certified by the supervisory official.

**PROFORMA-I**

**दक्षिण पश्चिम रेलवे/SOUTH WESTERN RAILWAY**

ON THE LETTER HEAD OF THE INSTITUTION WITH ADDRESS AND PIN

**BONAFIDE CERTIFICATE PROFORMA**  
(For Children Education Allowance)

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 \_\_\_\_\_.

Date of birth, as per school record: ...../...../.....

In words.....

Admission Register No.....

This Institution/School is affiliated recognized by \_\_\_\_\_

and the affiliation/recognition Number is \_\_\_\_\_

Signature of the Head of the Institution/  
School/College

Institution seal

Date:

**दक्षिण पश्चिम रेलवे/SOUTH WESTERN RAILWAY**

ON THE LETTER HEAD OF THE INSTITUTION WITH ADDRESS AND PIN

**BONAFIDE CERTIFICATE FOR HOSTEL SUBSIDY**

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 \_\_\_\_\_.

During the year Master/Mr/Ms.....  
has resided in the Residential Complex(Hostel) of the school and paid an amount of  
Rs.....(in words.....)  
towards board and lodging in the residential complex.

Date of admission in the Hostel.....

Date of birth, as per school record: ...../...../.....

In words.....

Admission Register No.....

This Institution/School is affiliated recognized by \_\_\_\_\_

and the affiliation/recognition Number is \_\_\_\_\_

Signature of the Head of the Institution/  
School/College

Institution seal

Date: