

GUIDELINES FOR SUBMISSION OF
CHILDREN EDUCATION ALLOWANCE CLAIM

1. CEA rate from **Apr 17** to **Jun 17** is **Rs 1500/- PM** (required to submit School fees receipt and bills).
2. CEA rate from **Jul 17** to **Mar 18** is **Rs 2250/- PM** (Fixed amount no need to submit receipts / bills).
3. For **Hostel Subsidy** the rate is **Rs 6750/- PM** w.e.f. **01 Jul 17**.
4. CEA for **Specially Abled Children** is **Rs 4500/- PM** w.e.f. **01 Jul 17**.
5. For claiming CEA submit a certificate issued by **Head of Institution / School**.
6. For Hostel Subsidy similar certificate required with additional information about expenditure towards boarding and lodging in the residential complex.
7. Re-imburement of CEA forms are given below.

**PROFORMA FOR RE-IMBURESMENT OF
CHILDREN EDUCATION ALLOWANCE**

CLAIM FOR THE ACADEMIC YEAR: 2017-18

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

1.	Name & Rank of the Govt Servant	:	
2.	Personal No.	:	
3.	Designation	:	
4.	Name of the Unit	:	
5.	If Spouse is employed, state whether in Central Govt. PSU, State Govt. (give details with name of the Spouse)	:	No
6.	Designation, Office & B.U. No. of spouse, if spouse is employed in Railway	:	NA
7.	Details of the child / children for whom CEA / Hostel Subsidy claimed:-		
	Sequence	Name of child	DOB
			Standard (A.Y. 2017-18)
			Name & Place of the School / Institution
	1 st Child		
	2 nd Child		

8. Re-imburement of Expenditure:-

Sequence	Period	Rate of CEA (Rs)	Amount claimed	Remarks
1 st Child	Apr 17 to Jun 18	@ 1500/- PM	4,500.00	School Fee receipts and other bills attached
	Jul 17 to Mar 18	@ 2250/- PM	20,250.00	Fixed amount.

9. Distance of Hostel of child from residence of employee (in case Hostel Subsidy):

10. Amount of CEA / ~~Hostel Subsidy~~ already received up to previous quarter: **NIL**

11. The Academic year for which CEA / ~~Hostel Subsidy~~ is applied now: **2017-18**

12. (a) Whether the child for whom the CEA is applied for is a disabled child : ~~Yes~~ / **No**

(b) If yes, indicate the nature of disability:

(c) Date of disability certificate:

(d) Indicate the percentage of disability:

13. Whether the Bonafide certificate from Head of Institution has been attached : **Yes** / ~~No~~

14. For Hostel Subsidy, the Bonafide certificate from mentioning the amount is attached: **NA**

15. If Yes at Item No. 14, Amount claimed for Hostel Subsidy: Rs **NA**.

16. (a) Certified that I or my wife / ~~husband is-~~ is not a Central Government servant.

(b) Certified that my wife / ~~husband Sri-~~ Smt is presently working as in and that he/ she shall not apply / has not applied for the Children Education Allowance for the child / children mentioned above.

(c) Certified that I or my wife / husband-has not claimed this re-imburement from any other source and will not claim the same in future.

17. Certified that my child in respect of whom re-imburement of Children Education Allowance is applied is studying in the School / Jr. College which is recognized and affiliated to Board of Education / University.

18. Certified that I am claiming the CEA in respect of my two eldest surviving children only, The information furnished above are complete and correct and I have not suppressed any relevant information. In the event of any change in the particulars given above which affect my eligibility for reimbursement of Children Education Allowance, I undertake to intimate the same promptly and also to refund excess payments if any made. Further, I am aware that if at any stage the information / documents furnished above is found to be false, I am liable for disciplinary action.

Date:

Place:

(Signature of Govt Servant)

Name:

Rank :

P.No.:

II
COUNTERSIGNED

Date:

Authority vide Government of India Ministry of Personal P.G and Department of Personal & Training New Delhi Order No. A-27102[02]2017-Estt. (AL) 16 August 2017

(This order shall be effective from 01 Jul 2017)

CERTIFICATE FROM THE HEAD OF INSTITUTION / SCHOOL
(FOR REIMBURSMENT CEA)

Ref No.

Date:.....

It is certified that Master/ Kumari _____ having Admission No _____ D.O.B _____ Son / Daughter of Mr / ~~Mrs.~~ _____ was studying in Class _____ Sec _____ Roll No. _____ during the Previous Academic Year from _____ to _____ School / Institution, namely _____ vide affiliation Regd No. / Code _____ and pattern _____ Curriculum.

Place:

Date:-

Signature of principal
(Affix School Stamp)

SELF DECLARATION

I Service No. _____ Rank _____ Name _____
of Unit _____ do hereby certify that my Son / Daughter
namely _____ Studied in Class _____ Sec _____
Roll No. _____ during Previous Academic Year **2017-2018** in
_____ School.

In the event of any change in the particulars given above which affect my eligibility for Children Education Allowance. I undertake to intimate the same promptly and refund excess payment, if any made to me.

Signature of Govt Servant

Name: _____

Rank: _____

P.No. _____

Place: _____

Date: _____