

F.No.39-01/2018-19/Admn.IV
Ministry of Communications
Deptt. of Telecommunications
Admn.IV Section

Dated, the 23 July, 2018

OFFICE MEMORANDUM

Subject : Clarification in respect of Children Education Allowance (CEA) and Hostel Subsidy – reg.

The undersigned is directed to enclose a copy of DoP&T guidelines/consolidated instructions issued vide OM No. A-27012/02/2017-Estt.(AL) dated 17.07.2018 (enclosed herewith) and to say that as per the said instructions of DoP&T,

- a) A certificate from the head of institution confirming the child studied in the school during the previous academic year will be sufficient for reimbursement of Children Education Allowance along with the application/claim form. The amount for Children Education Allowance reimbursement has been fixed @ Rs.2250/- per month w.e.f. 1st July, 2017 irrespective of the actual expenses incurred by the Govt. Servant.
 - b) For Hostel Subsidy (only in respect of child studying in a residential educational institution located at least 50 kilometers from the residence of the Government servant), the amount prescribed @Rs.6750/- w.e.f. 1st July, 2017 per month is the ceiling limit. For reimbursement of Hostel Subsidy, a certificate from the head of institution confirming the child studied in the school during the previous academic year and mentioning the amount of expenditure incurred in respect of boarding and lodging in the residential complex of the school separately is required along with the application.
 - c) The rest of the guidelines/instructions to be followed are available in DoP&T's OM dated 17.07.2018.
2. Accordingly, a proforma for CEA/Hostel Subsidy has been devised and enclosed herewith for preferring claim for reimbursement of CEA/Hostel Subsidy.

Encls: As above.

(P. P. Saha)

Under Secretary to the Govt. of India

To:
All the Officers/Officials of DoT

No.A-27012/02/2017-Estt.(AL)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Block-IV, Old JNU Campus, New Delhi

Dated: 16th July 2018

Office Memorandum

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Subject: Recommendations of the Seventh Central Pay Commission –Implementation of decisions relating to the grant of Children Education Allowance (CEA) and Hostel Subsidy – Consolidated instructions –

Consequent upon the decisions taken by the Government to implement the recommendations made by the VII Central Pay Commission, this Department has issued an OM of even number dated 16-8-2017 revising the rates of CEA/Hostel Subsidy and simplifying the procedure for claiming reimbursement of the same. However this Department has been receiving various queries regarding CEA/Hostel Subsidy especially with regard to the applicability of various provision/instructions issued during sixth CPC regime/period. Further references have also been received regarding the difficulty being faced by some government employees in obtaining certificate of the Head of the Institution as mentioned in this Department's OM of even number dated 16-8-2017.

2. Keeping in view the above, it has been decided to issue consolidated instructions in supersession of all earlier OMs on the subject of Children Education Allowance and Hostel subsidy as under:-

a) The reimbursement of Children Education Allowance/Hostel subsidy can be claimed only for the two eldest surviving children with the exception that in case the second child birth results in twins/multiple birth. In case of failure of sterilization operation, the CEA/Hostel Subsidy would be admissible in respect of children born out of the first instance of such failure beyond the usual two children norm.

b) The amount for reimbursement of Children Education allowance will be Rs.2250/- per month (**fixed**) per child. This amount of Rs.2250/- is fixed irrespective of the actual expenses incurred by the Govt. Servant. In order to claim reimbursement of CEA, the Govt. servant should produce a certificate issued by the Head of the Institution for the period/year for which claim has been preferred. The certificate should confirm that the child studied in the school during the previous academic year. In case such certificate can not be obtained, self- attested copy of the report card or self attested fee receipt(s){including e-receipt(s)} confirming/indicating that the fee deposited for the entire academic year can be produced as a supporting document to claim CEA. The period/year means academic year i.e. twelve months of complete academic session.

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- c) The amount of ceiling of hostel subsidy is Rs.6750/- pm. In order to claim reimbursement of Hostel Subsidy for an academic year, a similar certificate from the Head of Institution confirming that the child studied in the school will suffice, with additional requirement that the certificate should mention the amount of expenditure incurred by the Government servant towards lodging and boarding in the residential complex. In case such certificate cannot be obtained, self- attested copy of the report card and original fee receipt(s)/e-receipt(s) which should indicate the amount of expenditure incurred by the Government servant towards lodging and boarding in the residential complex can be produced for claiming Hostel Subsidy. The expenditure on boarding and lodging or the ceiling of Rs.6750/- as mentioned above, whichever is lower, shall be paid to the employee as Hostel Subsidy. The period/year will mean the same as explained above in clause (b) of this para.
- ✓ d) The reimbursement of Children Education Allowance for Divyaang children of government employees shall be payable at double the normal rates of CEA prescribed above in clause (b) i.e. Rs.4500/- per month (**fixed**).
- e) The above rates/ceiling would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.
- ✓ f) The Hostel Subsidy and Children Education Allowance **can** be claimed concurrently.
- g) In case both the spouses are Government servants, only one of them can avail reimbursement under Children Education Allowance and Hostel Subsidy.
- h) The reimbursement of CEA and Hostel Subsidy will be done just once in a financial year after completion of the financial year.
- ✓ i) Hostel subsidy is applicable only in respect of the child studying in a residential educational institution located at least 50 kilometers from the residence of the Government servant.
- j) The reimbursement of Children Education Allowance and Hostel Subsidy shall have no nexus with the performance of the child in his class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance/Hostel Subsidy shall not be stopped. However, if the child is admitted in the same class in another school, although the child has passed out of the same class in previous school or in the mid-session, CEA shall not be reimbursable.

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- k) If a Government servant dies while in service, the Children Education Allowance or hostel subsidy shall be admissible in respect of his/her children subject to observance of other conditions for its grant provided the wife/husband of the deceased is not employed in service of the Central Govt., State Government, Autonomous body, PSU, Semi Government Organization such as Municipality, Port Trust Authority or any other organization partly or fully funded by the Central Govt./State Governments. In such cases the CEA/Hostel Subsidy shall be payable to the children till such time the employee would have actually received the same, subject to the condition that other terms and conditions are fulfilled. The payment shall be made by the office in which the Government servant was working prior to his death and will be regulated by the other conditions, laid down in this OM.
- l) In case of retirement, discharge, dismissal or removal from service, CEA/Hostel Subsidy shall be admissible till the end of the academic year in which the Government servant ceases to be in service due to retirement, discharge, dismissal or removal from service in the course of an academic year. The payment shall be made by the office in which the government servant worked prior to these events and will be regulated by the other conditions laid down in this OM.
- ✓m) The upper age limit for Divyaang children has been set at 22 years. In the case of other children the age limit will be 20 years or till the time of passing 12th class whichever is earlier. There shall be no minimum age.
- n) Reimbursement of CEA and Hostel Subsidy shall be applicable for children from class nursery to twelfth, including classes eleventh and twelfth held by Junior Colleges or schools affiliated to Universities or Boards of Education.
- o) CEA is allowed in case of children studying through "Correspondence or Distance Learning" subject to other conditions laid down herein.
- p) The CEA and Hostel Subsidy is admissible in respect of children studying from two classes before class one to 12th standard and also for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College, if the child pursues the course after passing 10th standard and the Government servant has not been granted CEA/Hostel Subsidy in respect of the child for studies in 11th and 12th standards.
- q) In respect of schools/institutions at nursery, primary and middle level not affiliated to any Board of education, the reimbursement under the Scheme may be allowed for the children studying in a recognized school/institution. Recognized school/institution in this regard means a Government school or any education institution whether in receipt of Govt. Aid or not, recognized by the Central or State Government or Union Territory Administration or by University or a recognized educational authority having jurisdiction over the area where the institution/school is situated.

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r) In case of a Divyaang child studying in an institution i.e. aided or approved by the Central/State Govt. or UT Administration or whose fees are approved by any of these authorities, the Children Education Allowance paid by the Govt. servant shall be reimbursed irrespective of whether the institution is 'recognized' or not. In such cases the benefits will be admissible till the child attains the age of 22 years.

s) The CEA is payable for the children of all Central Government employees including citizens of Nepal and Bhutan, who are employees of Government of India, and whose children are studying in the native place. However, a certificate may be obtained from the concerned Indian Mission that the school is recognized by the educational authority having jurisdiction over the area where the institution is situated.

t) The Children Education Allowance or hostel subsidy shall be admissible to a Govt. servant while he/she is on duty or is under suspension or is on leave (including extra ordinary leave). Provided that during any period which is treated as 'dies non' the Govt. servant shall not be eligible for the CEA/Hostel subsidy for that period.

3. These above instructions would come into effect from 1st July, 2017.

Hindi version follows.

Sd/- 17th July, 2018

(Sandeep Saxena)

Under Secretary to the Government of India

Tel: 26164316

To

1. Ministries/Departments of the Government of India.
2. NIC with a request to upload the OM on the website of DoPT.



CLAIM FOR THE ACADEMIC YEAR: _____

Salary Head: DOT/WPC/USOF/MOC

Children Education Allowance/Hostel Subsidy Claim

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

1.	Name of the Employee	:	
2.	Employee No.	:	
3.	Designation & Section	:	
4.	Name of Spouse	:	
5.	If spouse is employed, state whether in Central Govt., PSU, State Govt. (give details)	:	

6. Details of all the children for whom CEA/Hostel Subsidy claimed (for first 2 children or first 3 children in case of twins):					
Sl. No.	Name	DOB	Class	Name of School/ Residential School	Amount Claimed
1.					
2.					
3. (in case of twins)					

7. (a) Whether the child for whom the CEA is applied for is a disabled child: YES / NO

(b) If yes, kindly enclose the disability certificate.

8. For CEA:

Whether the certificate confirming that the child studied in the school during previous academic year from Head of Institution has been attached: Yes / No

9. For Hostel Subsidy:

Whether the certificate confirming that the child studied in the residential school during previous academic year from Head of Institution, also mentioning the amount of expenditure incurred towards lodging and boarding, has been attached: Yes / No

10. (i) Certified that my wife/husband is / is not a Central Government Servant.

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

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(iii) 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.

(iv) Certified that my child in respect of whom reimbursement of Children Education Allowance is applied is studying in the School/Jr. College which is recognized and affiliated to Board of Education/University.

11. The information furnished above is 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 are found to be false, I am liable for disciplinary action.

Date:

Signature

Name: _____

Designation: _____

Phone No.: _____

CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL
For reimbursement of CEA/Hostel Fee

This is to certify that Master/Kumari/Mr./Miss _____
having Admission No. _____ DOB _____
son/daughter of Mr./Mrs. _____ is/was a bonafide student
of this school and studied in Class _____ during the previous
academic year from _____ to _____.

** During the year Master/Kumari _____ had resided in
the residential complex (Hostel) of the school and paid an amount of
Rs _____/- towards boarding and lodging in the residential
complex.

This _____ Institution/School is affiliated/recognized by
_____ and the Affiliation/Recognition Number is
_____.

Dated:
Place:

Signature
Head of the Institution/School
(with Stamp and seal)

** (Strike out if not applicable)