



भारत सरकार
रक्षा मंत्रालय
रक्षा लेखा नियंत्रक, गुवाहाटी
GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI



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AN/III/119/CEA CORR/VOL-I

DATED 19/02/2019

CIRCULAR NO.32
(THROUGH OFFICIAL WEBSITE)

To,
The officers-in-charge,
All sections MO CDA Guwahati/ All Sub- Offices

Subject: GUIDELINES FOR CHILDREN EDUCATION ALLOWANCE CLAIM FOR THE FY 2019-2020 : DAD

For the purpose of easy and fast disbursement of CEA for the FY 2019-2020 all officers and staff are requested to prefer their CEA reimbursement claims as directed under **Government of India Ministry of Personnel, Public Grievances and Pensions Department of Personnel & Training Office Memorandum No. A-27012/02/2017-Estt.(AL) Dated: 16/17th JULY 2018** relating to the grant of Children Education Allowance (CEA) and Hostel Subsidy - Consolidated instructions- (Enclosed).

It may be noted that *"The reimbursement of CEA and Hostel Subsidy will be done just once in a financial year after completion of the financial year"* as per para 2 (h) of the above order.

HOW TO APPLY:

- 1) Only Part – I of ANNEXURE I (1 copy) to be filled in.
- 2) ANNEXURE II (2 copies) to be submitted duly filled in.

ANNEXURE I & II as prescribed are enclosed herewith.

sd/-
(M.H.N.Singh)
SAO(AN/III)

COPY TO:

✓ EDP Centre(LOCAL)

For updating of the same on CDA Guwahati Website
please

[Signature]
(M.H.N.Singh)
SAO(AN/III)

CHECK LIST/AUDIT DRILL FOR CHILDREN EDUCATION CLAIM
CEA REIMBURSEMENT CHECK LIST (TO BE FILLED IN BY THE CLAIMANT)

ANNEXURE I

PART I

I.	Name /Desgn/Acc No. of the Govt Servant		
II.	Particulars of child/children accordingly Name , Class, DOB , AY(MM/YYYY-MM/YYYY) of <u>1st two surviving children</u> in ascending order.(third only in case of the second issue being twins)	1 st child	
		2 nd child	
		3 rd child	
III	Name of the school(s)	1 st child	
		2 nd child	
		3 rd child	
IV	Whether Web site is available for School(s)		Yes / No
V	Amount claimed		

For Office Use Only (PART II)

VI	Whether recognized or not	Yes / No
VII	All documents furnished	Yes / No
VIII	Claimed for the full year	Yes / No
IX	Amount passed	

SA/AUD(AN/III)

AAO(AN/III)

AO/SAO(AN/III)

ANNEXURE II**PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE/HOSTLE SUBSIDY IN
TERMS OF OM NO. A-27012/02/2017-ESTT.(AL) GOI DATED 17TH JULY 2018****{Submit 2 copies Original and Duplicate}****CLAIM FOR THE FINANCIAL YEAR:-**

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

1.	Name of the Employee	
2.	Employee Acc No.	
3.	Designation	
4.	Office where serving	
5.	Name of spouse	
6.	If spouse is employed, in State govt/central govt./PSU/ and drawing CEA	

8. Details of children of the employee:

Sl. No.	Sequence	Name	Date of Birth	Age
1.	1 st child			
2.	2 nd child			
3.	3 rd child			

9. Details of all the children for whom CEA/Hostel Subsidy claimed :

Sl. No.	Sequence	Name	Date of Birth	Age
1.	1 st child			
2.	2 nd child			
3.	3 rd child			

10. Academic year, Name of School/Residential School and Class in which children studied:

1 st child	2 nd child

11. Distance of Hostel of child from residence of employee (in case Hostel Subsidy is claimed): _____.

12. The Academic year for which CEA/Hostel Subsidy is claimed: _____.

13. Whether the child for whom CEA/Hostel Subsidy is claimed is Divyang : YES/NO IF YES MENTION

a) Indicate nature of disability:

b) Date of Disability certificate.

c) Indicate percentage of disability:

14. Whether required documents in accordance with OM NO. A-27012/02/2017-ESTT.(AL) GOI DATED 17TH JULY 2018 for claiming CEA/Hostel Subsidy has been enclosed: YES/NO.

15. (i) Certified that the fee/amount for the whole AY has actually been paid by me
(ii) Certified that my husband/wife Sri/Smt:..... is presently working as:
.....in..... and that he/she shall not apply / has not applied
CEA/Hostel Subsidy.
16. Certified that my husband/wife or I have not claimed this reimbursement from any other source and will not claim the same in future.
17. Certified that the informantio 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 eligilibility for reimbursement of CEA/Hostel Subsidy, I undertake to intimate the same promptly and also to refund the excess payments if any made. Furhter, I am aware that if at any stage the information/ documents furnished above is found to be false, I am liable for disciplinary action.

NAME:
DESIGNATION:
STATION:
DATE:

SIGNATURE:

BONAFIDE CERTIFICATE FROM THE HEAD OF THE INSTITUTION/SCHOOL

This is to certify that Master/Mr./MissRoll no.....
Admission No. Son of Sri/Smt Is a bonafide
student of this school and studied in Class during the **Financial year**.....
and **Academic year**..... and as per School records his / her date of birth is.....
in words.....

This is to also certify that the above named child studied in this school in the previous Academic
Year.....

* During the Financial year..... / Academic Year Master/Mr./Miss
.....Roll no..... Admission No. Son of
Sri/Smt 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

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

17th

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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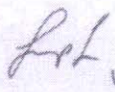
r) In case of a Divyaang child studying in an institution i.e. aided or approved by the Central/State Govt. or UT Administration or whose fees are approved by any of these authorities, the Children Education Allowance paid by the Govt. servant shall be reimbursed irrespective of whether the institution 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.


(Sandeep Saxena)
Under Secretary to the Government of India
Tel: 26164316

To

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