

SOUTH EASTERN RAILWAY

Office of the
Pr.Chief Personnel Officer,
Garden Reach, Kolkata-43.

Estt.Srl.No. 92/2018

RBE. NO.NIL

No.SER/P-HQ/Ruling/0/931(3)/7th PC

Dated : 23.04.2018

To
All concerned

Sub: Proforma for application for Children Education Allowance (CEA).

Ref: Estt. Srl. No. 169/2017.

The proforma for application for granting Children Education Allowance showing the details of the employee and the student (Annexure-'A') as well as certification of bonafideness of student by the Head of the Institute (where the son/daughter of the employee is/are studying) (Annexure-'B' are enclosed herewith for information, guidance and necessary action.

This issues with the approval of CPO(Admn.) and concurrence of PFA(Ruling)/GRC vide his letter no. E/Genl/54/Pt.II/2018/08 dated 06.04.2016.

These order shall be effective from 1st July, 2017.

This is in supersession of this office E.S.No. 36/2009.

Encl:- (As above)



(Jaydip Sengupta)
Sr. Personnel Officer.(HQ)
for Pr.Chief Personnel Officer.

OS/DRM/AAA
Pr. Saumen Chatterjee
PS give wide publicity through
Railway website
25/04/18
AAA

SOUTH EASTERN RAILWAY

Application for Children Education Allowance (CEA) for the Academic Year _____

[Ref : Rly Board's Letter No. E (W 2017/ED-2/3 Dated 12/10/2017 (RBE No. 147/2017) - S.E.R's E/S No. 169/17]

01	Name of the Employee		
02	Department /Office		
03	Employee No. & Design.		
04	Shop/Tkt. No. Pay Bill Unit No.		
05	PARTICULARS OF CHILDREN	CHILD - 1	CHILD - 2
	Name of the student		
	Date of Birth & Class		
	Name of the School and Address		
	Nature of Claim : (Tick whichever is applicable)	Education Allowance/ Hostel Subsidy/ Disabled Child	Education Allowance/ Hostel Subsidy/ Disabled Child
06	Whether Bonafide Certificate from Institution is enclosed/ whether original voucher is enclosed		
07	<u>Hostel Subsidy</u> Whether Bonafide Certificate from Institution mentioning the amount of expenditure is enclosed.		

(School Certificate form in attached herewith as Annexure - 'B')

Certified that :

- My child/children mentioned above in respect of whom reimbursement of education expenses are claimed is/are wholly depended upon me.
- My wife/husband is not a Central Govt. Employee and that she/he will not claim reimbursement of education expenses in respect of our child/children.
- My child/children in respect of whom reimbursement is claimed is/are studying in recognized School/ Institution.
- 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.

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.

Signature of the Forwarding Official
(With Date & Office Seal)

Signature of the Applicant
Name & Employee No.

BONAFIDE CERTIFICATE FROM HEAD OF INSTITUTION

A). This is to certify that Master/ Baby/ Mr./ Miss
I.D. No./ Roll No./ Admission No., son / daughter of Sri/Smt
..... is a bonafide student of this school, and studied in Class
during the Academic Year [Period].

As per School records, his/ her Date of Birth is [(In Words)].

He/ She bears a good moral character .

B). During the Academic Year [Period],
Master/ Baby/ Mr./ Miss , I.D. No./ Roll No./
Admission No., son/ daughter of Sri/Smt
..... had resided in the residential complex (Hostel) of the school,
and paid an amount of Rs. [Rupees
.....] per month / per annum towards Boarding & Lodging in the residential
hostel complex.

C). The Institution is affiliated / recognized by and the
affiliation/ recognition number is

Dated :

Place :

Signature of Head of Institution
(With Stamp and Seal)

[Strike out items not applicable]