

South Eastern Railway

05/17 / Sm. S. Chatterjee
By give publicity through
Railnet. 10/05/18
DPO/ADA

Adra, Date:- 10.05.2018.

To,
All Concern

**Sub:- J.P.O. for sanction of Children Education Allowance(CEA)
as CPO/GRC's Estt. Srl. No. 169/17(RBE No. 140/17).**

With a view to draw Children Education Allowance(CEA)/Hostel Subsidy in favour of the eligible wards of the employee in terms of Estt. Srl. No. 169/2017(RBE No. 147/2017) and relevant other circulars, the following instructions are issued to all Bill Compiling and Bill passing Officers of Adra Division to have immediate effect.

1. CEA/Hostel Subsidy will be claimed by the employee for 1st two surviving children as per Pass declaration.
2. As per Estt. Srl. No. 169/17 (RBE No. 147/17) new rate will be applicable w.e.f. 1st July 2017. The payment of CEA/Hostel Subsidy for the period up to June-2017 will be paid as per earlier rate or actual expenditure on production of original vouchers whichever is less.
3. Proforma for claiming CEA/Hostel Subsidy should be followed as per Annexure-"A" and Annexure-"B" circulated by PCPO/GRC vide Estt. Srl. No. 92/2018.
4. Claim of CEA/Hostel subsidy for the Financial year-2017-18/Academic year-2017 should be submitted within 31st May 2018(for the 1st instance) duly fulfilling in all respect as per proforma enclosed at Annexure "A".
5. CEA/Hostel Subsidy will be drawn through the salary bill after due scrutiny /vetting by the Department concerned as per extant rules.
6. The new rate of CEA will be applicable w.e.f. 1st July- 2017 @ Rs.2250/- P.M. against each child.
7. The new rate of Hostel subsidy will be applicable w.e.f. 1st July -2017 @ Rs.6750/- against each child or the amount certified by the Head of the Institution (as per proforma enclosed at Annexure "B") whichever is less.
8. If any revised instruction is communicated by Rly. Board in future, the excess amount if already has been paid, the same will be recovered from the salary of the concerned employee.
9. All other terms & conditions circulated earlier will remain unchanged.
10. At the time of issuing **Bonafide Certificate by the Institution/School**, the affiliation /recognition number should be mentioned positively, as instructed in the Bonafide Certificate enclosed at Annexure-"B".
11. Unit In-charge/Supervisors are instructed to check eligibility as per Pass Declaration of the staff concerned and forward all the applications in a bunch with a covering letter mentioning name & designation of the employees.

Encl:- As above.

10.05.18
DFM/ADA

10/5/18
ASC/ADA

10.05.18
DPO/ADA

No. SER/P-ADA/Ch.OS/Bill/360/JPO/CEA/7th PC. Date:- 10.05.2018.

Copy to:- PS to DRM for kind information of DRM/ADA please.

Copy to:- Steno to ADRM for kind information of ADRM/ADA please.

Copy to:- All Branch Officers for information & n/action please. They are also requested to convey the above notice to all staff/Unit-In-charges under their control.

Copy to:- All Ch. OSs/Bill & Genl, SO/Finance-for information & n/action.

Copy to:- OS/PNM to convey the above among the Recognized Unions/ Associations of ADA Divn.

Copy to:- OS/IPAS, Ch.S & WI/HQ/ADA for information and n/action.

Copy to:- Notice Board.

10.05.18
Divl. Personnel Officer/Adra.

Sr. DPO - ADA
R/1976
2.5.18
CPO Section, Sr. DPO, S.E. Railway

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.

Sr. DPO
21/5/18

Ch. Os / Pm/115

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 in 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]