

दक्षिण रेलवे Southern Railway  
प्रधान मुख्य कार्मिक अधिकारी का कार्यालय  
Office of the Principal Chief Personnel Officer  
मुख्य कार्यालय, कार्मिक शाखा, चेन्नै-3  
Headquarters Personnel Branch, Chennai-600003

सं/No: P(R)249/P/CEA/HS/Vol.II

दिनांक/Date: 05.01.2022

**All Concerned**

विषय/Sub: **Compilation of instructions/clarifications issued by Railway Board on Children Education Allowance**



A Compilation of Railway Board's orders on Children Education Allowance (CEA) is enclosed for information, guidance and necessary action.

उप मुख्य कार्मिक अधिकारी / समन्वय  
**Deputy Chief Personnel Officer/Co-ord**

Encl: **05 Pages**

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**COMPILATION OF BOARD'S ORDERS ON CHILDREN EDUCATION ALLOWANCE**

Sl. No	Gist of the letter
1	<p>Children Education Allowance and Reimbursement of Tution Fee will be merged and known as Children Education Allowance- Instructions/ guidelines- Orders wef 01.09.2008. CEA reimbursement can be availed upto a maximum of 2 children and is applicable for expenditure on the education of school going children only i.e., for children from classes nursery to twelfth, including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Boards of Education and can be claimed once every quarter. Annual ceiling of for CEA is Rs.12,000/- and Hostel subsidy will be Rs.3000 pm per child subject to a maximum of 2 children. However, both Hostel subsidy and Children Education Allowance cannot be availed concurrently. In case both the spouses are Govt servants, only one of them can avail reimbursement under CEA. The above limits would be automatically raised by 25% every time the DA goes up by 50%. Reimbursement should be made on the submission of original receipts on the basis of self-certification by the Govt. servant</p> <p align="center"><a href="#">E(W)2008/ED-2/4 dated 01.10.2008 (RBE 135/2008; PBC 174/2008)</a></p>
2	<p>Year means academic year i.e., twelve months of complete academic session. Hostel subsidy means expenses incurred by the Govt servant if he has to keep his children in the hostel of a residential school away from the station at which he is posted/ or is residing. It may include expenses towards boarding, lodging and expenses as detailed in OM dt. 02.09.2008. CEA may be calculated on prorata basis @ maximum of Rs.1000/- pm per child wef 01.09.2008. Children attending day boarding (whether attached to schools or not) are not eligible to draw hostel subsidy. CEA is admissible if second child birth results in twins or multiple births. CEA/Hostel subsidy shall be admissible even under suspension or on EOL. Dies-non period not eligible. As long as a Physically/mentally handicapped child studies in any institution i.e., aided or approved by the Central/State Govt or UT Administration or whose fees are approved by any of these authorities, CEA 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 between the age limits 5 to 22 years). If student joins 2 year Polytechnic Diploma after X, CEA is allowed for 1st and 2nd years.</p> <p align="center"><a href="#">E(W)2008/ED-2/4 dated 19.12.2008 (RBE 197/2008; PBC 235/2008)</a></p>
3	<p>Outfit advance is payable only to employees who are eligible for educational assistance.</p> <p align="center"><a href="#">P(R)249/P/Educ.Assistance/ Vol.II dated 21.05.2008</a></p>
4	<p>Women with disabilities shall be paid Rs.1000/- pm as Special Allowance for Child care from child's birth till child is 2 years old, and payable for max of 2 children. Minimum disability is 40%. CEA for disabled children shall be payable at double the normal rates prescribed subject to annual ceiling of Rs.24,000. Orders wef 01.09.2008. Special allowance for disabled mothers will be automatically raised by 25% every time DA goes up by 50%.</p> <p align="center"><a href="#">E(W)2008/ED-2/5 dated 13.10.2008 (RBE 150/2008; PBC 175/2008)</a></p>
5	<p>Time schedule for submission of application forms. CEA shall be claimed in the months of Sep, Dec, Mar, and June. Application format also enclosed</p> <p align="center"><a href="#">P(R)249/P/Educ,Assistance / Vol.II dated 01.12.2008 (PBC 201/2008)</a></p>
6	<p>Entire CEA of Rs.12,000 can be claimed in one quarter. Not feasible to reimburse expenditure on books, uniform, shoes etc purchased prior to 01.09.2008. Employees who joined service after 01.09.2008 shall be entitled to CEA on pro-rata basis ie., max Rs.1000/- pm for each completed month per child. Expenses on coaching classes in a Tution/Coaching Centre would not be admissible</p> <p align="center"><a href="#">E(W)2008/ED-2/4 dated 04.05.2009 (RBE 78/2009; PBC 96/2009)</a></p>

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<b>Sl. No</b>	<b>Gist of the letter</b>
7	Reimbursement of CEA is admissible for eldest two surviving children studying in schools affiliated to Board of Education. <a href="#">E(W)2008/ED-2/4 dated 10.06.2009 (RBE 100/2009; PBC 118/2009)</a>
8	Hostel subsidy is to be allowed only when the employee is transferred on administrative grounds, from one station to other and because of the transfer he/she is obliged to keep his/her children away from his/her place of posting/residence. Employees who do not fulfil the above eligibility condition whose children are studying the the hostel of residential school at their convenience are eligible for CEA only. <a href="#">P(R)249/P/Educ.Assistance/Vol.II Dated 17/08/2009 (PBC 165/2009)</a>
9	Para 1130 of Chapter XI of IREM Vol.I reg providing advance of one month's pay for purchase of outfit for children attending the schools approved by GM, stands deleted. <a href="#">F(E)Spl.2005/ADV/6/1 dated 25/08/2009 (RBE 147/2009; PBC 184/2009)</a>
10	Hostel subsidy is reimbursable to all Central Govt employees for keeping their children in the Hostel of a residential school away from the station they are posted/or residing irrespective of any transfer liability. DoPT O.M. dt 02.09.2008 has been issued in supercession of all earlier orders. <a href="#">E(W)2008/ED-2/4 dated 06/11/2009 (RBE 198/2009; PBC 228/2009)</a>
11	Vidyalaya Vikas Nidhi charged by Kendriya Vidyalayas can be claimed for reimbursement under the scheme of CEA subject to annual ceiling of Rs.12,000 per child. CEA is admissible for two eldest surviving children only, except when the number of children exceeds two due to second child birth resulting in multiple births. Further classes nursery to 12th will include Classes 1 to 12 and two classes prior to Class I irrespective of the nomenclature. Benefit may be extended to the children studying recognised schools also. <a href="#">E(W)2008/ED-2/4 dated 04/01/2010 (RBE 01/2010; PBC 01/2010)</a>
12	There is no objection in claiming full amount towards reimbursement in a quarter subject to the annual ceiling of Rs.12,000/- <a href="#">P(R)249/P/Edu.Allwance/Vol.II dated 01/04/2009</a>
13	Hostel Subsidy for disabled children of Railway employees shall be payable at double the rates i.e, 6,000/- per month per child subject to conditions stipulated in RBE No.135/2008 <a href="#">E(W)2008/ED-2/5 dated 14/09/2010 (RBE 135/2010; PBC 159/2010)</a>
14	1) CEA/Hostel subsidy shall be admissible till the end of the academic year in which the Govt 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 Govt servant worked prior to these events and will be regulated by other conditions laid down under CEA scheme 2)If a Govt servant dies while in service, CEA/Hostel Subsidy shall be admissible in repect of his/her children subject to observance of other conditions for its grant provided the spouse of the deceased is not employed in service of the Central Govt/State Govt or organisations owned by Central Govt/State Govt. 3) CEA may be allowed in case of children studying through "Correspondence or Distance Learning" subject to other prescribed conditions. 4) Reimbursement may be allowed for two sets of such uniform irrespective of the colours/ winter/summer/PT uniform. 5) For the purpose of Hostel Subsidy, station would be demarcated by the first three digits of the PIN Code of the area where the Govt servant is posted and/or residing. 6) The terms 'fee' would mean the fee charged by the school directly from the student. One set of shoes means one pair of shoes, and upper age limit for disabled children is 22 years and for others it is 20 years or till time of passing 12th class whichever is earlier. <a href="#">E(W)2008/ED-2/4 dated 22/02/2011 (RBE 25/2011; PBC 45/2011)</a>

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<b>Sl. No</b>	<b>Gist of the letter</b>
15	<p>CEA is admissible only for the first child born after failure of sterilization operation. Govt servant is allowed to get 50% of the total amount subject to the overall annual ceiling in the first quarter and the remaining amount in third and or fourth quarter. Frontloading of the entire amount in the first and second quarters is not allowed. A Govt servant can claim full amount subject to the annual ceiling of Rs.15,000/- in the last quarter</p> <p><a href="#">E(W)2008/ED-2/4 dated 28/09/2011 (RBE 132/2011; PBC 146/2011)</a></p>
16	<p>Employees paying fees in school every quarter(s) but intend to claim the total admissible amount with single claim may be allowed to do so and claimed only in the monthly salary bill of March/April of last quarter. Employees paying monthly fees have to claim CEA/HS in respective quarter(s) itself, as per the time schedule indicated above. Employees who could not submit their applications within time limit &amp; have claimed subsequently/later may be allowed subject to fulfilling other prescribed eligibility conditions governing CEA/HS and the same may be charged against relevant year(s) subject to ensuring overall annual ceiling limit.</p> <p><a href="#">P(R) 249/P/CEA/HS dated 10/04/2012 (PBC 53/2012)</a></p>
17	<p>Reimbursement of cost of school bags, pens/pencils etc may not be allowed. In case of misplacement of receipts given by the school/institution towards charges received from the parents/guardians, a duplicate receipt duly authenticated by the school authorities may be allowed. Reimbursement of 50% only is allowed in the 1st and 2nd quarters. However, the entire entitled amount can be reimbursed in the last quarter. Any enhancement in the ceiling of reimbursement per annum due to increase in DA by 50% shall be applicable on pro-rata basis. Development fee/ parents contribution charged in lieu of Tution fee shall be reimbursed. Fee charged directly by the approved/ aided school/ institution for catering to the needs of the child with disability shall also be reimbursed. Minimum age of 5 years stipulated in OM dated 11.11.2008 removed, and henceforth no minimum age for any child.</p> <p><a href="#">E(W)2008/ED-2/4 dated 04/04/2012 (RBE 45/2012; PBC 63/2012)</a></p>
18	<p>No recovery need to be made from such Railway employees where CEA has been paid in respect of any two children other than eldest two surviving children prior to 10.06.2009</p> <p><a href="#">E(W)2012/ED-2/1 dated 11/04/2012 (PBC 76/2012)</a></p>
19	<p>Instructions issued to Bill clerks regarding sanction and claiming of CEA/HS</p> <p><a href="#">P(R)249/P/CEA/HS dated 26/09/2012 (PBC 122/2012)</a></p>
20	<p>CEA/HS for the initial two year Diploma/Certificate Course from Polytechnic/ITI/Engg College after Class X is reimbursable. Fee paid to the school for use of audio-visual aids or appliances is reimbursable. Hostel Subsidy means expenses incurred by the Govt servant if he/she keeps his/her children in a hostel of a residential school/institution located beyond a distance of 50 kms from his/her residence.</p> <p><a href="#">E(W)2008/ED-2/4 dated 31/08/2012 (RBE 93/2012; PBC 130/2012)</a></p>
21	<p>In cases where the term 'Tution fees' and break up of items have not been mentioned in the receipts given by the Schools, a letter from the School authorities indicating the extent of Tution fee etc included in Term Fees should be obtained. In case employee is not able to produce such a letter from School Authorities, he can give a self - declaration to the effect that the Terms fees includes only the eligible items.</p> <p><a href="#">P(R)249/P/CEA/HS dated 18/03/2013 (PBC 23/2013)</a></p>
22	<p>Frequently asked questions and answers on CEA/HS</p> <p><a href="#">E(W)2008/ED-2/4 dated 07/06/2013 (RBE 55/2013; PBC 67/2013)</a></p>

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Sl. No	Gist of the letter
23	<p>As CEA is for the whole year, original receipts for the fee paid for the 3rd/4th quarter has to be submitted to ensure that the child has not dropped out of the school in the mid-session. The claimant Govt servant is required to furnish an undertaking that reimbursement of CEA has not been claimed in respect of the child by any person other than the claimant.</p> <p align="right"><a href="#">E(W)2008/ED-2/4 dated 25/06/2013 (RBE 58/2013; PBC 73/2013)</a></p>
24	<p>Examination fee is included as part of reimbursable item under CEA with effect from 2013-2014.</p> <p align="right"><a href="#">E(W)2008/ED-2/4 dated 12/09/2013 (RBE 93/2013; PBC 117/2013)</a></p>
25	<p>Frequently asked questions and answers on CEA/HS.</p> <p align="right"><a href="#">E(W)2008/ED-2/4 dated 09/05/2014 (RBE 44/2014; PBC 80/2014)</a></p>
26	<p>Consequent upon enhancement in DA to 100%, limits on reimbursement of CEA/HS, special allowances admissible for child care to women with disabilities and education allowance for disabled children shall go up by 25% wef 01.01.2014.</p> <p align="right"><a href="#">E(W)2008/ED-2/4 dated 13/05/2014 (RBE 46/2014; PBC 60/2014)</a></p>
27	<p>CEA/HS may be allowed to children of deceased Railway employees whose spouses are not employed in Govt/semi Govt/PSUs etc, till such time i) the child completed XII Std or attains the age of 20 or ii) till the employee superannuates had been alive, or iii) Date of appointment of widow/ widower etc under CGA, whichever is earlier.</p> <p align="right"><a href="#">P(R)249/P/CEA/HS dated 05/06/2014 (PBC 70/2014)</a></p>
28	<p>CEA/HS shall be admissible only for the eldest two surviving children except when the number of children exceeds two as a result of second child birth resulting in twins or multiple births.</p> <p align="right"><a href="#">E(W)2014/ED-2/4 dated 24.09.2014 (PBC 162/2014)</a></p>
29	<p>CEA is permissible only if the child is studying in a recognised educational institution, only to the two eldest surviving children of the Govt servant except when the 2nd child birth results in multiple births, or the 3rd child is born due to failure of sterilization operation. Reimbursement is permissible for any number of note books as may be prescribed by the recognised educational institution.</p> <p align="right"><a href="#">E(W)2008/ED-2/4 dated 01/06/2015 (RBE 53/2015; PBC 102/2015)</a></p>
30	<p>Action taken by Railway by recovering CEA paid for the third child where first two are twins is in order.</p> <p align="right"><a href="#">E(W)2012/ED-2/1 dated 26.08.2015 (PBC 130/2015)</a></p>
31	<p>E-receipts produced by Railway employees as a proof of payment of fee, etc, may be treated as original and hence may be allowed for claiming reimbursement of CEA</p> <p align="right"><a href="#">E(W)2008/ED-2/4 dated 06/10/2016 (RBE 118/2016; PBC 146/2016)</a></p>
32	<p>CEA will be Rs.2250/- pm, HS will be Rs.6750/- pm.(wef 01.07.2017) In case both spouses are Govt servants, only one avail reimbursement under CEA. The above limits would be automatically raised by 25% every time the DA goes up by 50%. The allowance will be double for differently abled children. Reimbursement will be done just once a year, after completion of the financial year, with certificate from institution confirming that the child studied in the school during the previous academic year. For Hostel subsidy, a similar certificate from the Head of institution, who should mention the amount of expenditure incurred by the Govt servant towards lodging and boarding in the residential complex. The amount of expenditure mentioned, or the ceiling as mentioned above, whichever is lower shall be paid to the employee.</p> <p align="right"><a href="#">E(W)2017//ED-2/3 dated 12/10/2017 (RBE 147/2017; PBC 191/2017)</a></p>

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<b>Sl. No</b>	<b>Gist of the letter</b>
33	Annual ceiling fixed for reimbursement of CEA for differently abled children of Govt employees now is Rs.54,000/- wef 01.07.2017 E(W)2017/ED-2/3 dated 25/01/2018 (RBE 10/2018; PBC 20/2018)
34	Consolidated instructions on grant of CEA/HS E(W)2017/ED-2/3 dated 13/08/2018 (RBE 114/2008; PBC 164/2018)
35	Record of claims without required documents may be kept separately and bonafide certificate may be obtained after normalcy returns, in view of Covid 19 Pandemic. P(R)249/P/CEA/Vol.III dated 13.05.2020 (PBC 73/2020)
36	Self declaration in format to be submitted if unable to produce self attested copy of report card or fee receipts, in view of lockdown due to Covid 19 Pandemic. P(R)249/P/CEA/Vol.III dated 15.05.2020 (PBC 75/2020)
37	Bonafide certificate and remittance of fees to be submitted compulsorily after re-opening of School/College due to Covid Pandemic P(R)249/P/CEA/Vol.III Dated 19.04.2021 (PBC 57/2021)

**Note:** While referring to this compendium, the original letters mentioned herein should be read for a proper appreciation. This compendium is only a consolidation of the existing instructions and should not be treated as a substitution to the original circulars. In case of doubt, the original circulars should be relied upon as authority.

उप मुख्य कार्मिक अधिकारी / समन्वय  
**Deputy Chief Personnel Officer/Co-ord**