

Guidelines for the payment of Children Education Allowance (CEA) and Hostel Subsidy under the 7th CPC

- Ref: (1) Office Order No. Esst./OO/2019/IITK/ dt. 26/03/2019 of Registrar IIT Kanpur. (Page No- 3)
- (2) Office memorandum No A-27012/01/2015-Estt. (AL) dated 22/08/2016 of DOPT, Govt. of India. (Page No- 4)
- (3) Office memorandum No A-27012/02/2017-Estt. (AL) dated 16/08/2017 of DOPT, Govt. of India (Page No- 6-7)
- (4) Office memorandum No A-27012/02/2017-Estt. (AL) dated 31/10/2017 of DOPT, Govt. of India. (Page No- 5)
- (5) Office Memorandum No A-27012/02/2017-Estt. (AL) dated 17/07/2018 of DOPT, Govt. of India. (Page No- 8-11)

With reference to the above cited office order and office memorandums of Govt. of India the below mentioned guidelines are to be followed for the reimbursement of Children Education Allowance (CEA) and Hostel Subsidy.

1. The maximum ceiling amount for the reimbursement of Children Education Allowance (CEA) is Rs. 2250/- per month per child and Rs. 6750 per month per child for Hostel Subsidy. The CEA amount is fixed irrespective of actual expenses incurred. But for claiming Hostel Subsidy a certificate from the Institute where the child is studying shall indicate the amount of lodging and boarding charges paid by the employee to the residential educational institute. The reimbursable amount of Hostel Subsidy will be the actual expenses incurred or Rs.6750/- per month whichever is less. Hostel Subsidy is admissible only if the residential educational institute is located at least 50KM away from the residence of the employee.
2. The reimbursement of CEA for Divyaang children shall be payable at the double of the CEA rate i.e Rs. 4500.00 per month (Rs. 2250x2).
3. The CEA and Hostel Subsidy can be claimed by only one employee if both spouses are employed.
4. The reimbursement of CEA shall be limited to only first two surviving children whose names are declared by the employee in the nomination form. The claim of reimbursement of CEA and Hostel subsidy shall be verified by administration section in case of non- academic staff and DOFA office for academic staff.
5. The Children Education Allowance and Hostel Subsidy can be claimed currently.

6. The reimbursement of CEA and Hostel subsidy will be made once in a year after the completion of a financial year i.e in the month of April/ May or October/ November. For example the claim for CEA and Hostel Subsidy for the FY 2019-20 shall be submitted in April/May or October/ November 2020.
7. The application for claiming the reimbursement is attached Annexure- 'C' (Page No- 15). Please also attach a certificate in Annexure-'D' (Page no- 16) obtained from the Head of the educational institute confirming that the child studied in the school during the period of claim. In case such certificate cannot be obtained, a self-attested copy of the report card and receipt/ e-receipt of the institute confirming the fee deposited for the entire academic year can be produced as supporting documents to claim CE.
8. Reimbursement of CEA/Hostel subsidy can be claimed from nursery to 12th class. Nursery is two classes before class one. CEA/Hostel subsidy is also admissible for Initial 2 years of Diploma/Certificate course from polytechnic/ ITI/ Engineering college if the child resumes the above course after 10th standard and CEA/ Hostel Subsidy has not been granted in respect of the child for studying in 11th & 12th standards.
9. The upper age limit for reimbursement of CEA is 20 years or till the passing of 12th standard whichever is earlier. But for Divyaang children it has been raised to 22 years.
10. The revised rate of CEA and Hostel subsidy under 7th CPC is applicable from 01/07/2017. Those who have received the reimbursement from 01/07/2017 till 31/03/2019 can submit their arrears claim in the Annexure-'A & B' (Page no-12-14) in F&A Section within 31/05/2019.
11. The other eligibility criteria as laid down in the above office memorandums of Govt. of India and changes made thereon from time to time shall also be applicable while reimbursing CEA/Hostel subsidy.


Assistant Registrar (F&A)

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भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
प्रशासन अनुभाग
ADMINISTRATION SECTION

कमरा सं. 211, (संकाय भवन)

पो. आई आई टी कानपुर - 208016 (उ.प्र.), भारत

Room No. 211 (Faculty Building)
PO. IIT KANPUR-208016 (UP), INDIANo.Estt./OO/2019/IITK/25
Date: March 26, 2019**OFFICE MEMORANDUM**

Subject : Implementation of the recommendations of the 7th Central Pay Commission (CPC) – Allowances regarding.

Reference : (i) MHRD directive No. 15-4/2017-TC dated 31.01.2019
(ii) MHRD Corrigendum F. No. 15-4/2017-TC dated 01.02.2019

Consequent upon the directive issued by the MHRD, the Competent Authority of the Institute had approved the implementation of the under-mentioned allowances in respect of non-academic staff members of the Institute w.e.f. **01.07.2017** as per the provisions of the 7th CPC. The details / instructions of the said allowances are mentioned in the Office Memorandums mentioned in Col (3) of the under-mentioned table:

Sl. No	Allowance	Office Memorandum No and date of issuance	Orders issued by
(1)	(2)	(3)	(4)
1	Children Education Allowance (CEA)	(1) OM No. A-27012/01/2015-Estt. (AL) dated 22.08.2016. (2) OM No. A-27012/02/2017-Estt. (AL) dated 16.08.2017. (3) OM No. A-27012/02/2017-Estt. (AL), dated 31.10.2017. (4) OM No. A-27012/02/2017-Estt.(AL) dated 17.07.2018	Min. of Personnel, Public Grievances and Pensions, Department of Personal & Training.
2	Cycle (maintenance) Allowance	OM No. F.No. 19039/4/2008-E.IV dated 14.07.2017	Ministry of Finance, Department of Expenditure.
3	Fixed Medical Allowance (FMA)	OM No.4/34/2017-P&PW (D) dated 19.07.2017.	Ministry of Personnel, Public Grievances & Pensions, Department of Pension & Pensioners' Welfare.
4	House Rent Allowance (HRA)	OM No. 2/5/2017-E.II (B) dated 07.07.2017.	Ministry of Finance, Department of Expenditure.
5	Non-Practising Allowance (NPA)	OM No. F.No.12-2/2016-E.III.A dated 07.07.2017	Issued by Ministry of Finance, Department of Expenditure.
6	Nursing Allowance	No. Z.28015 / 50 / 2017 – N dated 31.08.2017	Ministry of Health & Family Welfare Finance (Nursing Section).
7	Post Graduate Allowance	No. A.45012 / 02 / 2017 – CHS.V dated 29.08.2017.	Ministry of Health & Family Welfare.
8	Special Allowance for Child Care for Women with Disabilities	OM No. A-27012/03/2017-Estt. (AL) dated 16.08.2017.	Min. of Personnel, Public Grievances and Pensions, Department of Personal & Training.
9	Transport Allowance	(1) OM No. 21/5/2017-E.II (B) dated 07.07.2017. (2) OM No. 21/5/2017-E.II (B) dated 02.08.2017, (3) OM No. 21/3/2017-E.IIB dated 12.07.2018.	Ministry of Finance, Dept. of Expenditure.

26/3/19
K K Tiwari
Registrar

Encls: Office Orders as mentioned in col.no 3 of the table
Copy to:

1. Director
2. Deputy Director
3. Officer-In-Charge (F&A) – for further necessary action.
4. File – Allowances
5. Web – Master – for Circulation

(1-1)

No. A-27012/01/2015-Estt.(AL)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training

* * *

New Delhi, dated 22nd August, 2016.

OFFICE MEMORANDUM

Subject: Children Education Allowance (CEA) - Clarification

The undersigned is directed to refer to Department of Personnel & Training's O.M. No.12011/03/2008-Estt.(Allowance) dated 2nd September, 2008 and subsequent clarifications issued from time to time on the subject mentioned above and to say that E-Receipts produced by Central Govt. employees as a proof of payment of fee, etc., may be treated as original and hence may be allowed for claiming reimbursement of CEA.

2. This issues with the approval of Joint Secretary (Establishment).
3. Hindi version will follow.


(Mukul Ratra)
Director

To

O/C

1. All Ministries & Departments of the Government of India.
2. Office of the Comptroller & Auditor General of India/Controller General of Accounts.
3. Secretaries to UPSC/Supreme Court of India/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/Planning Commission.
4. President's Secretariat/Vice-President's Secretariat/Prime Minister's Office.
5. All State Governments and Union Territories' Administration.
6. All Members of Staff Side of the National Council of JCM/Departmental Council.
7. Railway Board, New Delhi.
8. NTC, Department of Personnel & Training with the request to upload the O.M. on the website.

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

Block-IV, Old JNU Campus, New Delhi
Dated: 31st October, 2017

OFFICE MEMORANDUM

Subject: Recommendations of the Seventh Central Pay Commission — Implementation of decision relating to the grant of Children Education Allowance —

The undersigned is directed to refer to this Department's O.M.No.12011/04/2008-Estt(AL) dated 11-9-2008 and O.M. No.A-27012/02/2017-Estt.(AL) dated 16/08/2017 on the subject mentioned above and to state that the reimbursement of Children Education Allowance for differently abled children of government employees shall be payable at double the normal rates prescribed. The annual ceiling fixed for reimbursement of Children Education Allowance for differently abled children of government employees is now Rs.54,000/-. The rest of the conditions will be the same as stipulated vide O.M.No.12011/04/2008-Estt(AL) dated 11-9-2008.

2. These orders shall be effective from 1st July, 2017.

Hindi version follows.

Navneet Misra
(Navneet Misra)
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.

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

New Delhi, 16th August, 2017.

Subject: Recommendations of the Seventh Central Pay Commission –
Implementation of decision relating to the grant of Children
Education Allowance.

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Consequent upon the decision taken by the Government on the recommendations made by the Seventh Central Pay Commission on the subject of Children Education Allowance Scheme, the following instructions are being issued in supersession of this Department's OM dated 28-4-2014 :-

- (a) The amount fixed for reimbursement of Children Education allowance will be Rs.2250/-pm.
- (b) The amount fixed for reimbursement of Hostel Subsidy will be Rs. 6750/-pm.
- (c) In case both the spouses are Government servants, only one of them can avail reimbursement under Children Education Allowance.
- (d) The above limits would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%. The allowance will be double for differently abled children.

2. Further, reimbursement will be done just once a year, after completion of the financial year. For reimbursement of CEA, a certificate from the head of institution, where the ward of government employee studies, will be sufficient for this purpose. The certificate should confirm that the child studied in the school during the previous academic year. For Hostel Subsidy, a similar certificate from the head of institution will suffice, with the additional requirement that the certificate should mention the amount of expenditure incurred by the government 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.

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3. These orders shall be effective from 1st July, 2017.

4. Insofar as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and auditor General of India.

Hindi version will follow.

Misra
(Navneet Misra)

Under Secretary to the Govt. of India

To

1. All Ministries/Departments as per standard mailing list.
2. NIC with a request to upload the OM on the website of DoPT.

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(1-4)

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.

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.

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INDIAN INSTITUTE OF TECHNOLOGY KANPUR

SUPPLEMENTARY CLAM FOR CHILDREN EDUCATION ALLOWANCE CLAIM FOR THE ACADEMIC YEAR 2017-2018 AND/OR 2018-2019

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

1.	Name of the Employee				
2.	PF. No.				
3.	Designation				
4.	Deptt./ Section				
5.	Name of the recognized School & Class				
6.	If Spouse is employed. Yes / No. If Yes, state whether in Central Govt., PSU state Govt. (Give details with name of the Spouse)				
7.	Details of the child /children for whom CEA claimed :-				
	Sequence	Name of child	Year	Amount Claimed (In Previous Years)	Balance amount Claimed
	1 st Child		2017-18		
	1 st Child		2018-19		
	2 nd Child		2017-18		
	2 nd Child		2018-19		
	Total				

1. Certified that my child in respect of whom re-imbursement of Children Education Allowance is applied, is studying in the School /Jr.College which is recognized and affiliated to Board of Education/ University.
2. Certified that I am claiming the CEA in respect of my two eldest surviving children only. The information 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 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 is found to be false, I am liable for disciplinary action.

Date:
Place:

(Signature of Employee)
Name:

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[Signature]



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

SELF DECLARATION

I _____ Designation _____ P.F No. _____
 _____ of Deptt/Sec. _____ do hereby certify that my Son/Daughter
 namely Master /Ms. _____ studied in Class _____ Sec _____ Roll
 No. _____ during Previous Academic Year 2017-18 in
 _____ School.

In the event of any change in the particulars given above, which affect my eligibility for Children Education Allowance. I undertake to intimate the same promptly and refund excess payment, if any made to me.

Signature of the Claimant

Name: _____

P.F. No.: _____

Place: _____

Date: _____

[Handwritten Signature]



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

SELF DECLARATION

I _____ Designation _____ P.F No. _____
 _____ of Deptt./Sec. _____ do hereby certify that my Son / Daughter
 namely Master / Ms. _____ studied in Class _____ Sec _____
 Roll No. _____ during Previous Academic Year 2018-19 in
 _____ School.

In the event of any change in the particulars given above, which affect my eligibility for Children Education Allowance. I undertake to intimate the same promptly and refund excess payment, if any made to me.

Signature of the Claimant

Name: _____

P.F. No.: _____

Place: _____

Date: _____

[Handwritten Signature]



CHILDREN EDUCATION ALLOWANCE/HOSTEL SUBSIDY
CLAIM FOR THE ACADEMIC YEAR 20...-20...

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.	PF. No.					
3.	Designation					
4.	Deptt./ Section					
5.	If Spouse is employed, state whether in Central Govt., PSU state Govt. (give details with name of the Spouse					
Details of the child /children for whom CEA/ Hostel Subsidy claimed :-						
	Sequence	Name of child	Class	CEA (Rs.)	Hostel Subsidy (Rs.)	Name & Place of the School/Institution
	1 st Child					
	2 nd Child					

1. Certified that my child/ children in respect of whom re-imbursement of CEA/ Hostel Subsidy is applied, is studying in the School /Jr.College which is recognized and affiliated to Board of Education/ University/ Govt.
2. Certified that I am claiming the CEA/ Hostel Subsidy in respect of my two eldest surviving children only. The information 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 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 is found to be false , I am liable for disciplinary action.
3. The reimbursement of CEA and Hostel Subsidy will be made once in a year after the completion of a financial year i.e in the month of April and May.

Date:

Place:

(Signature of Employee)

Name:

Verified by Admin/ DOFA Office
Encl: 1)

2)

Head of the Department/Section

[Signature]
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Annexure-1)

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

CERTIFICATE FORM THE HEAD OF INSTITUTION/SCHOOL
(FOR REIMBURSMENT CEA)

Ref No. _____

Dated: _____

It is certified that Master/Kumari _____ having Admission

No. _____ D.O.B. _____ Son/ Daughter of Mr./Mrs. _____

Was studying in class _____ Sec _____ RoLI No. _____ during the Previous Academic Year

from 20__ to 20__ School; /Institution, namely _____ vide

affiliation Regd No./ Coad _____ and pattern _____ Curriculum.

Signature of Principal
(Affix School Stamp)

Place: _____

Date: _____

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