



**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR  
HOWRAH – 711 103**

No.119F/2024-25/019

Date: 24.05.2024

**C I R C U L A R**

All concerned employees are hereby informed that Children Education Allowance / Hostel subsidy for the last academic session will be disbursed during the current financial year subject to availability of fund as per the existing MoE Order No.15-4/2017-TC dated 31.01.2019 and DOPT Order No.A-27012/02/2017-Estt.(AL) dated 17.07.2018. All are, therefore, requested to submit their claim for reimbursement of “**Children Education Allowance(CEA)/Hostel Subsidy** in the prescribed format by **14<sup>th</sup> June, 2024** the Finance Section (Mahua Bandyopadhyay, Mob.- 8582802630) between **11.30 A.M and 5.00 P.M.** excepting lunch time on all working days.

Please note that the Academic year means complete 12 months either from January to December, or April to March and also this allowance is meant for a particular class of study.

The Claim form and detailed norms for reimbursement are available on our website.

This circular is issued with the approval of the competent authority.

Sd/- Alok Kumar Maity  
Joint Registrar (Finance)

Copy forwarded for information and necessary action to :-

1. Office of the Director
2. All Deans
3. All Heads of Departments - with the request to kindly circulate amongst the employees in his/ her Department/ Office /Section.
4. All Officers
5. All Section in-Charges
6. Institute Website
7. File copy

Joint Registrar (Finance)

*[Handwritten signature]*  
24/5/2024

## PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE / HOSTEL SUBSIDY

## CLAIM FOR THE FINANCIAL YEAR : 2023-2024

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

PAY BOOK NO :-----

1.	Name of the Employee	:	
2.	Personal File. No./ Employee I.D No.	:	
3.	Designation	:	
4.	Office /Department.	:	
5.	Name of Spouse	:	
6.	If spouse is employed, State whether in Central Govt., PSU, State Govt. (give details)	:	
7.	Designation, Office & ID No. of spouse, if spouse is employed.		

## 8. Details of all the children of the employee:-

Sl. No.	Sequence	Name	DOB	Age
1.	1 <sup>st</sup> Child			
2.	2 <sup>nd</sup> Child			
3.	3 <sup>rd</sup> Child			

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

Sl. No.	Sequence	Name	DOB	Age
1.				
2.				

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

1 <sup>st</sup> Child	2 <sup>nd</sup> Child
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11. Distance of Hostel of child from residence of employee ( in case Hostel Subsidy is claimed).....

12. Amount of CEA/Hostel Subsidy already received up to previous class:....

13. The Academic year for which CEA /Hostel Subsidy is applied now:....

Contd.. P / 2

14. (a) Whether the child for whom the CEA is applied for is a disabled child: YES/NO

(b) If yes, indicate the nature of disability:

(c) Date of disability certificate.

(d) Indicate the percentage of disability:

15. Whether the Bonafide certificate from Head of Institution has been attached : Yes/No.

16. For Hostel Subsidy, the Bonafide certificate from mentioning the amount is attached: Yes/No

17. If Yes at Item No. 16, Amount claimed for Hostel Subsidy:.....

18. (i) Certified that the fee/amount indicate above had actually been paid by me.

(ii)Certified that my wife/husband is/is not a Central Government Servant.

(iii)Certified that my husband/wife Sri/Smt:..... is presently working as : ..... in .....and that he/she shall not apply/has not applied for the Children Education Allowance for the child mentioned above.

(iv) Certified that I or my wife/husband has not claimed this re-imburement from any other source and will not claim the same in future.

17. Certified that my child in respect of whom reimbursement of Children Education Allowance is applied is studying in the School/Jr. College which is recognized and affiliated to Board of Education/University.

18. 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.

Sl. No	Name of staff	P.F.No	CEA Amount	Hostel Subsidy Amount, if any	Total Rs.

Signature of Employee :

DATE :

NAME :

STATION :

DESIGNATION :

OFFICE :

PHONE NO. :

EMPLOYEE ID :

**BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL**  
**(FOR REIMBURSEMENT CEA)**

This is to certify that Master/Baby/Mr./Miss .....  
Roll no..... having Admission No.....son/daughter of  
Sri/Smt..... is a bonafide student of this  
school and studied in Class..... during the financial year ..... and as per  
School records his/her date of birth is ..... in words  
.....

This is also to certify that the above named child had studied in this school in the previous academic  
year..... He/She bears a good moral character.

\*\* During the year Master/Baby/Mr./Miss.....  
had 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 it is not applicable)

**SELF DECLARATION**

I, Name.....Employee I.D. No.....  
Designation:.....Department .....

do hereby certify that my son / Daughter namely .....

Studied in class:..... Sec:.....Roll No..... during previous  
academic year 2023 (January to December) / 2023-2024 (April to March) in  
.....School.

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

**Encl. : 1. Self-attested copy of the report card or Fee Receipts in original are attached herewith.**

Signature of Employee

NAME :

DATE :

DESIGNATION :

STATION :

DEPARTMEMTS / OFFICE :

EMPLOYEE ID :

PHONE NO. :

## **CHILDREN'S EDUCATION ALLOWANCE (CEA)**

TERMS AND CONDITION - IN TERMS OF IEST, SHIBPUR, HOWRAH- 711 103

**The mode of application and payment/re-imburement of Children Education Allowance has been modified as per 7<sup>th</sup> CPC.**

### **GENERAL CONDITIONS :-**

#### **Eligibility**

- 1) All Central Govt. servants without any pay limit.
- 2) State Govt. Servants on deputation to Central Govt.
- 3) In case both the spouses are government servants, only one of them can avail reimbursement under children Educational Allowance. [Admissible to any one of HUSBAND or WIFE, when both are Central Govt. Employee. If HUSBAND or WIFE is employed outside Central Govt. Services, the assistance is admissible only if spouse is not entitled to the benefit from his/her employer and a declaration to that effect is to be furnished.]

#### **Not Eligible**

- 4) Persons employed on contract, ad hoc, casual and Part-time employees, person paid from contingencies (order-1)
- 5) For the period treated as dies-non

### **CLARIFICATION OF TERMS- APPLICABLE TO**

- 6) CHILD- Employee's child wholly dependent on the Govt. Servant ( Includes step/adopted child )

### **MAXIMUM NO. OF CHILD**

- 7) A.(Two)- born after 31/12/2003

B)The CEA claims shall be eligible for the first two (02) surviving children whose name are included in the Family composition i.e. Pass declaration & register,

(If second child birth results in twins or multiple births- assistance shall be admissible to all)  
(Also admissible to the first child born after failure of sterilization operation beyond two children)

## AGE OF CHILD

8) (a) 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 12<sup>th</sup> class whichever is earlier. There shall be no minimum age.

[Reimbursement of CEA shall have no nexus with the performance of the child in his class i.e. if a child fails, CEA will not be stopped.]

**Accordingly, the proposal for implementation of CEA re-imburement as per the new methodology are as under:---**

### Application Procedure:

- 1) The amount fixed for re-imburement of CEA shall be Rs.2250/- per month and Rs.6750/- per month for Hostel subsidy.
- 2) The reimbursement of children Education Allowance for Divyaang children of government employees shall be payable at double the normal rates of CEA i.e Rs.4500/-  
Rs.2250\*2=4500/- per month (Fixed)
- 3) The application for re-imburement shall be done after the completion of the every financial year i.e. application for FY 2023-24 will be made on or after 01.04.2023. **Draft format of application is placed below at Annexure 'A' for approval.**
- 4) The application for re-imburement shall contain a bonafide Certificate from the Head of Institution, where the ward of government employees studies, will be sufficient for this purpose. The certificate should confirm that the child studied in the school during the previous academic year. **Draft format of certificate to be obtained from Head of Institution is placed below at Annexure 'B' for approval. When such certificate can not be produced, self-attested copy of the report card, or fee receipts for the entire year can submitted.**
- 5) The Bonafide certificate to ensure that the child has studied in the school in that Financial year should be issued as per the prescribed format only and that may or may not be necessarily in the School Letter Head.
- 6) Similarly for claiming Hostel Subsidy, a certificate from Head of Institution 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. So that the amount of expenditure incurred, or the ceiling as mentioned above, whichever is lower shall be paid to the employee. **When such certificate can not be produced, self-attested copy of the report card, or fee receipt for the entire year can submitted.**
- 7) If the both the Spouses are Government employee, the applicant should declare his/her spouse has not claimed the allowance, and will be liable to be taken under D&AR if it is found to be false at later date.

### **RECOGNISED SCHOOL**

Any school recognized by/affiliated to by Central Boards, State Boards, Madrasa and/or any other Missionaries following/ adhering to any state/Central/UT Board and following the norms & rules thereof.

CLASS (A) Classes "Nursery to XII" includes 1 to XII, *plus 2 classes* prior to Class I, irrespective of nomenclature.

(B) CEA permissible for initial two years of diploma/certificate from polytechnic/ITI/Engg. After passing 10th standard is reimbursable.

[Subject to condition that the Govt. Servant has not been granted CEA for child/children studies in 11th & 12th Standards.]

### **C) COMPULSORY DOCUMENTS TO BE SUBMITTED WITH THE CEA BILL**

**a) Birth Certificate is essential required for those children who are admitted to 2 classes prior to Class I and Class XII.**

#### **CLAIM RULES, CEILING AND INCOME TAX BENEFITS:**

(A) Annual ceiling fixed for CEA/per child - Rs. 27,000/-

For children with disabilities CEA will be double - Rs. 54,000/-

(B) Reimbursement can be claimed .

c) Full amount subject to ceiling can be claimed in last quarter.

d).Hostel subsidy which is restricted to Rs.6750/- per month.

#### **LAST DATE OF SUBMISSION OF THE BILLS – 14<sup>th</sup> June, 2024**

#### **INCOME TAX BENEFIT**

Minimum (which ever less) of the following is exempted from tax :-

a) Actual Tuition fees paid by employee shall be deduct in 80c ( Max. of two children).

**Compiled as per 'Swamy's handbook for Central Govt. Staff'./ 7<sup>TH</sup> CPC**