



SOUTHERN RAILWAY

No. M/P(C&P)/249/CEA

Divisional Railway Manager's Office,
Personnel Branch, Chennai Division,
Ch – 3. Dated: 14.03.2025.

All Supervisory Officials/Chennai Division.

Sub: [Children Education Allowance/Hostel Subsidy for the year 2024-2025.](#)

Ref: Rly Bd's ltr.No. E(W)2017/ED-2/3 Dt.13.08.2018

PBC 164/2018, PBC 186/2019, PBC 56/2019, PBC 65/2024, PBC 76/2024.

Railway Board has communicated norms for claiming Children Education Allowance/Hostel subsidy as under:

- 1) The CEA and Hostel Subsidy is admissible in respect of Children Studying from three classes before Class 1st to 12th standard (irrespective of nomenclature of class) 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 Standard. (PBC 65/2024)
- 2) The amount for reimbursement of CEA will be **Rs.2812.5/-** per month per Child (fixed) and the amount of ceiling of hostel Subsidy will also be **Rs.8437.5/-** per month. (PBC 76/2024)
- 3) The Reimbursement of CEA for Divyaang Children of government employees shall be payable at double the normal rates of CEA prescribed i.e., **Rs.5625/-** per month (fixed). (PBC 76/2024)
- 4) The Reimbursement will be done once in a year only i.e., after completion of the financial year.
- 5) For Reimbursement of CEA, the Government servant should produce a bonafide certificate issued by Head of the Institution as envisaged in RBE 114/2018 and also it should confirm that the child has studied in the school during the previous Academic Year.
- 6) However, for Hostel Subsidy, a similar certificate from the Head of Institution, with additional information regarding amount of expenditure incurred by the Government servant towards lodging and boarding in the residential complex is to be mentioned so that the amount of expenditure made or the ceiling **Rs.8437.5/-** per month, whichever is lower shall be paid to the employee.
- 7) Hostel Subsidy is applicable only, if the child is studying in a hostel located atleast 50 Kms away from the residence of the employee.
- 8) The CEA & Hostel subsidy can be claimed concurrently.
- 9) The Bonafide certificate should be collected from the school only after the completion of the full academic year.

Schedule for Payment of CEA for the year 2024-2025.

- 1) Application for reimbursement/Payment of CEA/Hostel Subsidy for the academic year 2024-2025 will be received up to **30.04.2025**.
- 2) The received applications will be scrutinized and processed by **06.05.2025** and forwarded to Associate Finance for vetting before **10.05.2025** and return before **15.05.2025** so that the vetted records will be uploaded to pay rolls for payment in **MAY 2025** salary as the case may be.
- 3) Hostel Subsidy Claim without satisfying the pre-condition of 50 Kms between their residence and the school / institute hostel may not be considered for claiming, vide reference RBE 114/2018 & reiterated in PBC 56/2019.
- 4) If both the spouses are Government servants, only one of them can avail reimbursement under CEA/Hostel Subsidy and the claiming applicant should declare that his/her spouse has not claimed the allowance and will be liable for action under D&AR if it is found to be false at a later date.
- 5) Claims shall be admissible only for children whose names are included in the Family Composition of the employee in official records. Before submitting the application for Children Education Allowance & Hostel Subsidy, every employee should ensure that his/her ward's name is included in the Family Composition in their official records or else such claims will not be processed.
- 6) The Controlling Supervisors are requested to collect the applications of the employees of their office with original bonafide certificates for CEA as well as Hostel subsidy along with their Family Composition details duly certified and forward the same to the concerned section incharge/dealer in one bunch under covering letter. Applications without covering letter and Family Composition details will not be considered for reimbursement.
- 7) This notification is also available in Chennai Division Personnel Department website at Railnet. <https://www.pbmas.in/>

Please note and notify to the employees concerned accordingly.

Encl: Application & Bonafide Certificate Proforma.

(Dr. KRISHNA MUTHU RAJAN M)
DPO/MAS
/Sr. DPO/MAS

Copy to: PS to DRM/MAS – for kind information please.
CPM/GS/MAS, ADRM/I/MAS, ADRM/II/MAS– for kind information please.
All Branch Officers- for kind information please
Sr.DFM/MAS – for kind information please.
All APO's/MAS
Consultant/Personnel } for kind information please.
Ch. S&WI/MAS
All Ch. OS/Bills Section – for information and necessary action.
All PB Clerks/ P-Way Units - for information and necessary action.
JE/IT- for uploading in website.
Divl. Secy /SRMU. Divl. Secy /DREU
Divl. Secy/AISC/ST REA. Divl. Secy/AIOBC REA.

**APPLICATION FOR CHILDREN EDUCATION ALLOWANCE / HOSTEL SUBSIDY
FOR THE ACADAMIC YEAR 2024-2025**

Ref: Railway Board's letter No.E(W) 2017/ED-2/3 dated 13.08.18 (RBE.114/2018)

1	Name of the Employee				
2	Designation/Department				
3	Employee Number & HRMS ID				
4	Date of Appointment (DDMMYYYY)				
5	Bill Unit & Station				
6	Particulars of Children *	Child – 1		Child - 2	
	Name of the Student				
	Date of Birth				
	Class in which Studied in the Previous Academic year				
	Name of the School and Address				
	Nature of Claim (Tick whichever is applicable)	Education Allowance		Education Allowance	
		Hostel Subsidy		Hostel Subsidy	
Disabled Child			Disabled Child		
7	Divyaang Child	Yes		No	
8	Whether Residential School or College	Yes		No	
9	Whether Spouse is a Govt. Employee	Yes		No	
9(a)	If Yes, whether CEA or Hostel Subsidy or both is being claimed in his/her account	Yes		No	
10	Distance between Residence and Hostel (Pre condition -50km PBC 56/2019)				
10(a)	<u>Children Education Allowance</u> Whether Bonafide certificate from School (Recognised by Central or State Govt. or Union Territory Administration or by University of a recognised educational authority having jurisdiction over the area where the institution is situated) is enclosed. (Yes/No)				
10(b)	<u>Hostel Subsidy</u> Hostel Subsidy is applicable only in respect of the child studying in a residential educational institution located atleast 50 km from the residence of the Government servant.				

(Tick whichever is applicable)

I declare that the particulars given above are true. I further declare that

1. My spouse is an/is not an employee Central Government/State Government/Autonomous body/PSU/Semi Government or any other organisation partly or fully funded by the Central Govt/State Govt/Railway Employee and that he/she has not claimed reimbursement of Children Education Allowance/Hostel Subsidy in respect of the Child/Children mentioned above. (Strike out whichever is not applicable).
2. My child/children in respect of whom reimbursement is claimed is/are studying in School which is recognised by Central or State Govt or Union Territory Administration or by university or a recognised educational authority.
3. The reimbursement of CEA/Hostel Subsidy is claimed for my eldest two surviving children only.
4. The Child/Children has/have not studied in the same class in another school in the previous academic year.
5. The Child/Children has/have not shifted to another school in the mid-session.
6. The distance between the residence and the residential hostel in which My ward(s) is /are studying is atleast 50km.

If any of the above declaration is found to be false at a later date, I am aware that I am liable for disciplinary action under the relevant Rules.

Date:

(Signature of the Employee)

Station:

Certification by the Supervisor

Certified that above furnished details by the employee have been verified with records maintained in this office.

*Family declaration has been verified through HRMS and found correct.

Signature of the forwarding Official
With date & Office Seal

To be printed on the letter head of the institution with full postal address

(If there is no printed letter head, Name of the Institution and full postal address should be written clearly) (Office seal of the educational Institution should be affixed invariably)

PROFORMA FOR BONAFAIDE CERTIFICATE

It is certified that Master/Miss

Admission No.....Date of Birth.....

S/D/o Shri. /Smt..... has studied in Class

..... Section..... during the previous academic year

from.....to..... in this School/Institution, which is registered and

affiliated vide Reg.No.....

During the year Master/Miss..... has Resided
in the residential – complex (Hostel) of the school and paid an amount of
Rs...../- towards boarding and lodging in the residential complex.

(Strike out if it is not applicable)

Office Seal with Date Signature of the Head of Institution/School