

CLW/Chittaranjan

CHILDREN EDUCATION ALLOWANCE & HOSTEL SUBSIDY UNDER THE CHILDREN'S EDUCATION ALLOWANCE SCHEME

To
The Dy.CPO(W)
CLW/Chittaranjan

(Through Proper Channel)
Sub: Grant of Hostel Subsidy under the Children Education Allowance Scheme.
Ref: RBE No. 135/2008 circulated vide CPO's Sl. No. 71/2008
JPO's no. GMA/Ruling/71 (1) dated 22/06/2013.

Certified that my child/children mentioned below in respect of whom hostel subsidy as defined in office Memorandum No. 12011/03/2008-Estt.(Allowance) dated 02/09/2008 and circulated vide Railway Bd's RBE No. 135/2008, 197/2008 and.55/2013 is claimed, the details of which is given hereunder.

		Rs	P
01	Tuition Fees		
02	Admission Fees		
03	Laboratory Fees		
04	Examination Fees		
05	Special Fees charged for Agriculture/Music or any other subject		
06	Fees charged for the practical work under programme of work experience		
07	Fees paid for use of any aid or appliance by the child.		
08	Library fee, games/sports fee, fee for extracurricular activities.		
09	Cost of one set of Text books, and Note books.		
10	Cost of two sets of Uniforms prescribed by the school.		
11	Cost of one pair of School Shoes.		
12	Hostel Charges (Studying in a residential school and staying in hostel of the said School).		
TOTAL- (Rupees in Words)			

1. Name of the Child: _____
2. Date of birth: _____
3. Name of School/College in which studying
location thereof and residence of the child : _____
4. The Place where the railway servant is residing: _____
5. Class in which the Re-imbusement Claiming: _____
6. Monthly education allowance admissible : _____
7. Amount of allowance claimed for the period from : From _____ To _____

Certified that my Child/Children in respect of whom children's education allowance is claimed is/are studying in the Schools mentioned above which is/are recognized/Affiliated School _____.

Certified that:

- 1) My wife/husband is/is not a Railway/central Government Servant.
- 2) My wife/husband is a Central Government servant and that she/he will not claim children's educational allowance in respect of our child/children.
- 3) My wife/husband is employed with _____ she/he is/is not entitled to children's educational allowance in respect of our child/children.

Contd.....2

HOSTEL SUBSIDY.

1. Certified that my Children Shri/Kumari _____ is studying in _____ (Name of the school) Admitted to hostel of the school on _____ and kept my Child/Children in a Hostel which is a residential school / Institution located beyond a distance of 50 kilometres from my residence. (Certificate from the head of the School attached)
2. Certified that:
 - a) My wife/husband is/is not in Government service is/is not drawing Hostel Subsidy in respect of my Child/Children.
 - b) The total number of Children in respect of whom the Hostel subsidy and Children's educational allowances have been claimed does not exceed two.
3. I undertake to inform my employer * forthwith in the event of my withdrawing the child from the period and also in the event of there being any change in the particulars mentioned earlier.
4. Certified that the Child / Children mentioned has / have not been studying in the same class for more than two years.
5. Certified that I or my wife / husband have / has not claimed and will not claim the children's educational allowance in respect of the children mentioned above.
6. Certified that my Child/ Children in respect of whom reimbursement of tuition fee is claimed is are studying in the school which is /are recognized school (s) (not applicable to schools run by Central Government / State Government /Union Territory Administration/ Municipal Committee/ Panchayet Samiti/ Zila Parishad).
7. In the event of any change in the particulars above which effect my eligibility for Reimbursement of tuition fees, I undertake to intimate the same promptly and also to refund excess payments, if any, made.

Date:

(Signature of the Railway Servant)

Name (In block letter):

Designation :

T/No :

Control No. :

B.U.No. :

Office :

Mobile No :

(Strike out what is not applicable)

** Employer other than Railways to be mentioned*

HOSTEL SUBSIDY

(Name of the School and Place)

1. Name of Boarder :
2. Name of Parent :
3. Class to which admitted :
4. Date of admission in the Hostel :
5. Period during the year for
Which the child would continue:
to stay in the Hostel. a) From To
- b)
- c)
- d)

Dated:

Signature of Principal / Head Master / Head Mistress
(Stamp of the School)

School Certificate Form

This is certify thatson/daughter of
Sri/Smt.date of birth.....is a
bonafide student of class..... Year..... of this school during the session
from..... to and is still continuing the course of his/her studies. **This
School/Institution/College is fully residential.**

This School is recognized/ affiliated byand
Affiliation/ Recognition number

Seal of the School

Signature of Headmaster/Headmistress/Principal

Of the Institution.

CLW/Chittaranjan

DECLARATION

I, the undersigned, do hereby declare that I have _____(Number of) Children i.e. _____
Son (s) and _____daughter (s).

I, further declare that Master / Miss _____ a
student of class _____, is my 1st/ 2nd/ 3rd/ 4th _____child, for whom I have claimed /
I am claiming re-imburement of Children Education Allowance / Hostel Subsidy for the
academic Year _____, and undertake that the reimbursement of CEA has not been claimed
in respect of the child by any person other than me.

The amount claimed against different heads in Children Education Allowance / Hostel
Subsidy application are correct to the best of my knowledge and subsequently found
incorrect I will refund the excess amount, if any.

If above declaration is found incorrect at any stage, **I may be taken up under D & A
Rules.**

Dated:

(Signature of Rly. Employee)

Name: _____

Designation: _____

T/No: _____ Control No: _____

B.U.No.: _____ Office _____

Date of Appointment _____