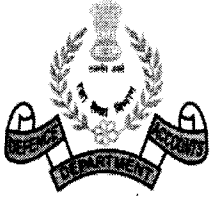


BY EMAIL/SPEED POST



रक्षा लेखा नियंत्रक कार्यालय, चन्नई
Controller of Defence Accounts, Chennai

६१८, अन्ना सालै, तेनामपेट, चन्नई - ६०० ०१८

618, Anna Salai, Teynampet, Chennai - 600 018

प्रशासन - III अनुभाग Admn. - III

Ph.: 044-24349980 Ext.: 121

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No.AN/PAYIII/CEA

Dated : 11 March 2020

To

All GOs/SAOs/AOs
CDA's Sectt
All sub-offices under CDA Chennai
All sections in CDA Chennai (M.O)

Sub - Submission of claims on account of Tuition Fee/Children Education Allowances (CEA) and Hostel Subsidy - DAD employees

Ref - GOI, Ministry of Personnel, P.G. and Pensions, DOPT, New Delhi OM No. A-27012/02/2017-Estt.(AL) dated 16 Aug 2017 and A-27012/02/2017-Estt.(AL) dated 16/17th July 2018.

As per OMs quoted under reference, the claim for CEA/Hostel Subsidy has been simplified as per the recommendation of VII CPC. The important changes are as under:-

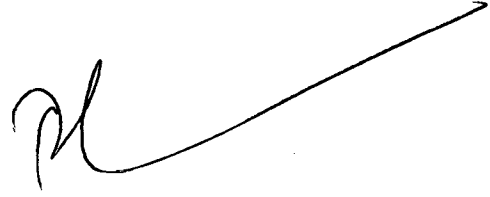
- The amount fixed for reimbursement of CEA will be Rs.2250/- pm wef 01.07.2017. The amount fixed for reimbursement of Hostel Subsidy will be Rs.6750/- pm wef 01.07.2017. The reimbursement of CEA fixed for Divyaang children of Government employee will be at double the normal rates of CEA ie. Rs.4500/- per month.
- The reimbursement of CEA/Hostel Subsidy will be done just once a year, after completion of the financial year and academic year (12 months).
- For reimbursement of CEA, a certificate from the head of institution, where the ward of government employee studies, that the child studied in the school during the previous academic year, will be sufficient. 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.
- If such certificate cannot be obtained to claim CEA from the institution, self-attested copy of the report card or self-attested fee receipts (including e-receipts) confirming/indicating that the fee deposited for the entire academic year can be produced as a supporting document. Similarly for claiming Hostel Subsidy, if above certificate from the institution cannot be obtained, self-attested copy of the report card and original fee receipts/e-receipts which should indicate the amount of expenditure incurred by the Government servant towards lodging and boarding in the residential complex can be produced as a supporting document.

...P/2

2. In view of above, the following procedure may please be adopted for claiming CEA/Hostel Subsidy:-

- a) The claim (format attached) will be submitted in duplicate with requisite certificate from the school (format attached) or other supporting documents as above.
- b) The CEA/Hostel Subsidy claim will be submitted once a year after completion of academic year/period of the child. ie. For example claim for academic year ending on 31 Mar 2020 will be submitted only on or after 01 Apr 2020.
- c) The requisite certificate from school should be obtained on or after the completion of academic year/ period showing the academic period and certifying that the child has studied during the academic year with period of academic year.
- d) In case child of Government employee studied in more than one school during a particular academic year due to transfer of Government employee etc, requisite certificate will be obtained from each school for the period actually studied in that school.
- e) All the eligibility criteria, terms and conditions issued from time-to-time for claiming CEA/Hostel Subsidy under VI CPC shall remain in force except above.
- f) In case of Divyaang children, the CEA claim may be submitted with the latest disability certificate issued by the competent authority.
- g) The claim may be submitted within 3 months on completion of academic period, so that fund requirement and income tax recovery etc can be planned accordingly.

GIO (AN) has seen.



Sr Accounts Officer (AN/Pay)

आर. नारायण प्रसाद / R. NARAYANA PRASAD
वरि. लेखा अधिकारी / Sr. Accounts Officer
रक्षा लेखा निबंधक कार्यालय / Office of the CDA
618, अन्ना सालई / 618, Anna Salai,
तेनामपेट, चेन्नई-18 / Tevnampet, Chennai-600 018.

Encls: As above.

CERTIFICATE FROM HEAD OF INSTITUTION / SCHOOL
(FOR REIMBURSEMENT OF CEA/HOSTEL SUBSIDY IN RESPECT OF
CHILDREN OF CENTRAL GOVERNMENT EMPLOYEE)

Authority : Government of India, Ministry of Personnel, P.G. and Pensions, DOPT, New Delhi OM No. A-27012/ 02/2017-Estt.(AL) dated 16 Aug 2017 and A-27012/02/2017-Estt.(AL) dated 16/17th July 2018.

It is certified thatAdmission No.....
Son/daughter of was a student of this school and
studied in class during the academic year
..... (Period of academic year is Apr to Mar or June to
May)

2. Date of birth of above student as per school records is
.....

3. It is further certified that this school is recognized by CBSE/State Govt of
.....

Applicable only for claiming Hostel Subsidy - The above student has stayed in residential complex of the school from to (period) and paid a sum of Rs.....(Rupees only) on account of lodging and boarding for the above period.

Station :

(Signature and seal of
Head of Institution/school)

Dated :

**PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCES/
HOSTEL SUBSIDY**

Authority : GOI, Ministry of Personnel, Public Grievances and Pensions (DOPT), New Delhi
OM No. 12011/03/2008-Estt (Allowances) dated 02.09.2008, A-27012/02/2017-Estt(AL) dated
16.08.2017 and A-27012/02/2017-Estt.(AL) dated 16/17th July 2018.

CLAIM FOR THE ACADEMIC YEAR 20..... (PERIOD FROMTO)
(Bonafide Certificate from school should be obtained after completion of above academic period)

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	Employee No.	:	
3	Designation	:	
4	Office	:	
5	Name of spouse	:	
6	If spouse is employed, state whether in Central Govt, State Govt, PSU..etc	:	
7	Designation, Office of spouse if employed	:	

8. Details of the children of the employee as per service book:-

S/No	Sequence	Name	DOB
1	1 st child		
2	2 nd child		
3	3 rd child		

9. Details of all the children for whom CEA/Hostel Subsidy claimed (applicable for eldest two children only)

S/No	Sequence	Name	Class	Name of school	Academic year
1	1 st child				
2	2 nd child				

10. Whether bonafide certificate from Head of Institution/ school has been attached : Yes / No/
(to be obtained on or after the completion of academic year/period) NA

11. For Hostel subsidy, the bonafide certificate from Head of Institution/school : Yes / No/
mentioning the amount paid for Boarding and lodging is attached NA
(to be obtained on or after the completion of academic year/period)

12. Amount claimed for Children Education Allowances / Hostel Subsidy Rs. :
(for 1 / 2 children)

13. Certified that my wife/husband is/is not a Central Government Employee.

14. Certified that my husband/ wife Shri/Smt presently serving as
.....in..... that he/she

shall not apply/has not applied for Children Education Allowances/ Hostel Subsidy for the
child/children mentioned above.

15. Certified that this Children Education Allowances/ Hostel Subsidy in respect of above children
has not been claimed from any other sources by any person except the undersigned and will not claim
the same in future.

16. Certified that my child/ children in respect of whom reimbursement of Children Education
Allowances/ Hostel Subsidy is applied is/was studying in the School / Jr College which is recognized
and affiliated to Board of Education/University.

17. The information furnished above is 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 Allowances / Hostel Subsidy, I undertake to intimate the same
promptly and also to refund excess payments if any made.

Amount may be credited to my

SB A/c No.....

Bank and Branch Name:.....

IFSC :.....

Station :

Signature:

Name:

Designation/ A/c No.

Office :

Dated :

Passed for Rs.....(Rupees.....)
and

Sr Auditor/Auditor

AAO

Sr AO (AN/Pay)

GO(AN/Pay)