

OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL), CHENNAI
LEKHA PARIKSHA BHAWAN, 361 ANNA SALAI,
TEYNAMPET, Chennai- 18

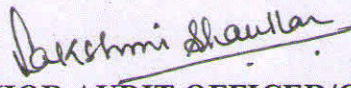
PDA(C)/Claims II/II/2022-23/02

Dated: 07.04.2022

CIRCULAR - I

1. Children Education Allowance is admissible for the expenses incurred for first two surviving children @ Rs 2250/- per month per child. The allowance includes tuition fees, admission fees, etc. Also Hostel subsidy is admissible @ Rs. 6750/- per month or the actual expenditure whichever is lower. Children Education Allowance is admissible at double the normal rates i.e. @ Rs. 4500/- per month (fixed) for Divyaang (Specially-abled) children.
2. Officials may apply for Children Education Allowance for the academic year 2021-22. Application in duplicate in prescribed format may be submitted as **hard copy** only along with **ORIGINAL** bona-fide certificate clearly mentioning the name of the student, year of study, class, date of birth, name of the parent, affiliation Regd. No./code and curriculum. In case such certificate cannot 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.
3. For Hostel Subsidy, a similar certificate issued by 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 boarding and lodging in the residential complex of the school. 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.
4. 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 **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 of a recognized educational authority having jurisdiction over the area where the institution/school is situated.
5. The format of Certificate and proforma of application form is enclosed herewith the circular. Incomplete application will not be entertained.

(vide orders of DD/Admn. dt. 07.04.2022)


SENIOR AUDIT OFFICER/CLAIMS

To
All Sections
Notice Board
SAO/Hindi Cell (for translation in Hindi)
SAO/EDP for uploading in official website and for sending SMS
SMS: Refer Circular - I Dated: 07-04-2022 uploaded in official website regarding Children Education Allowance for academic year 2021-2022.

PROFORMA FOR REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

CLAIM FOR THE ACADEMIC YEAR:

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 Govt Servant	:	
2.	ID No.	:	
3.	Designation	:	
4.	Name of the Section	:	
5.	If Spouse is employed, state whether in Central Govt., PSU, State Govt., Private company	:	Name of the office:
6.	Designation, Office of spouse, if spouse is employed in IA&AD office	:	
7.	Details of the child / children for whom CEA / Hostel Subsidy claimed:-		
	Sequence	Name of child	DOB
			Standard (A.Y.20 -)
			Name & Place of the School / Institution
	1 st Child		
	2 nd Child		

8. Reimbursement of Expenditure:-

Sequence	Period	Amount of CEA (Rs)	Amount of Hostel Subsidy (Rs)	Total Amount claimed (Rs)	Remarks
1 st Child					
2 nd Child					
Total					

9. Distance of Hostel of child from residence of employee (in case Hostel Subsidy):
10. Whether the child for whom the CEA is applied for is a disabled child :
Yes/No
 - a. If yes, indicate the nature of disability:
 - b. Date of disability certificate:
 - c. Indicate the percentage of disability:
11. Whether the Bonafide certificate from Head of Institution has been attached : Yes/No
12. For Hostel Subsidy, the Bonafide certificate mentioning the amount is attached: Yes/No
13. If Yes, Amount claimed for Hostel Subsidy: Rs.
14. (a) Certified that my wife / husband is / is not a Central Government servant.
 - a. Certified that my wife/husband Sri/Smtis presently working as:in and that he / she shall not apply/has not applied for the Children Education Allowance for the child/children mentioned above.
 - b. Certified that my wife / husband has not claimed this reimbursement from any other source and will not claim the same in future.
15. 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.
16. 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 are found to be false, I am liable for disciplinary action.

Date:

Place:

(Signature of Govt Servant)

Name:.....

Desgn/Sec.....

Mob./Extn.No. :

Authority vide Government of India

Ministry of Personal P.G and Department of Personal & Training New Delhi

Order No. A-27102/02/2017-Estt. (AL) 16 August 2017.

(This order shall be effective from 01 Jul 2017)

CERTIFICATE FROM THE HEAD OF INSTITUTION / SCHOOL

(FOR REIMBURSEMENT CEA)

Ref.No:-

Date:-

It is certified that Master/Kumari having, Admission No
..... D.O.B..... Son/Daughter of Mr/Mrs
..... was studying in class Sec
..... Roll No during the Previous Academic Year from
..... to School/institution, namely
..... vide affiliation Regd. No./Code
..... and pattern Curriculum.

Place:-

Date: -

Signature of the Principal

(Affix school stamp)