

CIRCULAR

Sub: Reimbursement of Children Education Allowance for the year 2023-2024-Guidelines – Reg.

- Ref:** 1) DoPt. O.M.No.A-27012/2017-Estt. (AL) dt. 17th July 2018
 2) A -27012/01/2023 – Pers. (AL) dt.14th Mar 2024
 3) DoE. O.M. No. 1/1/2024-E-II(B) dt. 12th Mar 2024.
 4) DoPt. O.M.No.A-27012/01/2023-Pers.Policy (Allowance) dt.25th Apr 2024

- I. The competent authority of Institute has approved the Children Education Allowances and Hostel Subsidy as per the instruction enumerated in DoPT. O.M.No.A-27012/2017-Estt. (AL) Dated 17.07.2018 & No. A -27012/01/2023 – Pers. (AL) dt.14.03.2024

S.No.	Particulars	Academic year 2023-24
1.	Children Education Allowance	Rs. 28,688/- (i.e. Rs. 2250/- for 9 months & Rs. 2812.50/- for 3months)
2.	Hostel Subsidy	Rs. 86,063/- (i.e. Rs. 6,750/- for 9 months & Rs. 8,437.50/- for 3 months)
3.	Divyaang Children	Rs. 57,375/- (i.e. Rs.4,500/- for 9 months & Rs.5,625/- for 3 months)

- The above rates /ceiling would be automatically raised by 25% every time the Dearness Allowances on the revised pay structure goes by 50%.
- Since the reimbursement is to be done once a year after completion of the financial year, all claims for the financial year 2023-2024 will be admitted on or after 01.04.2024 only. Submission of claim for through workflow will be enabled w.e.f. 02.05.2024.
- For reimbursement of Children Education Allowance, the Government servant should produce a bonafide certificate issued by the Head of the Institution for the period / year for which claim has been preferred. The certificate should confirm that the child studied in the school during the previous academic year (2023-2024). In case such certificate cannot be obtained, Self-attested copy of the report card or self-attested fee receipt(s) (including e-receipts) confirming / indicating that the fee deposited for the entire academic year can be produced as a supporting document to claim Children Education Allowance (CEA).
- For reimbursement of Hostel Subsidy, a similar certificate from the Head of the Institution, confirming that the child studied in the school 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. 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 toward **lodging and boarding in the residential complex can be produced for claiming Hostel Subsidy.**

II. **SALIENT FEATURES:**

- The hostel subsidy and Children Education Allowance can be claimed concurrently.

- In case both the spouses are government servants, only one of them can avail reimbursement under Children Education Allowance and Hostel Subsidy.
- The reimbursement of CEA and Hostel Subsidy will be done just once in a financial year after completion of the financial year.
- Hostel Subsidy is applicable only in respect of the child studying in a residential educational institution located at least 50 kilometres from the residence of the Government servant.
- The reimbursement of Children Education Allowance and Hostel Subsidy shall have no nexus with the performance of the child in his class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance/ Hostel.
- Subsidy shall not be stopped. However, if the child is admitted in the same class in another school, although the child has passed out of the same class in previous school or in the mid-session, CEA shall not be reimbursable.
- 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 12th class whichever is earlier. There shall be no minimum age.
- The CEA and Hostel Subsidy is admissible in respect of children studying from three classes before class one 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 standards

III. PROCEDURE TO APPLY:

All employees are advised to submit their claims for CEA for the year 2023-2024 through Workflow. Login workflow at <https://workflow.iitm.ac.in/employee/>

Go to Main Accounts -> Reimbursement -> Children Education menu. Select the child name and fill in all the mandatory fields. Click 'Print Cover page' button on the top right corner. Select the 'Save' option for print cover page. The 'Open' option might open the document in a browser which may not be in correct format.

Please note that only when you fill in the fields such as Name of the school, class and Roll number (Which is a newly added field), cover page will automatically populate the same in the document. Download the following forms from Workflow. Both the forms are available near the print cover page button. After downloading the forms, please make sure to click 'Submit' button for the admin section to process.

To claim Children Education Allowance
Form-II - Certificate from the Head of the Institution/School
(or)

To claim Hostel Subsidy
Form-III - Certificate by the employee-cum-Certificate from the Head of the Institution/School for Hostel Subsidy

The claim will be processed for payment only after receipt of hard copy of the submitted application along with the original certificate from the head of institution / school or other necessary certificates.

Children Education Allowance (CEA) applications received before 15th of every month, will be processed within the same month itself.

If further clarifications is needed, please contact: Admn. III Section Ph: 044 - 22578114 / 8112.


Deputy Registrar (Administration)