

No. A-27012/01/2023-Pers. Policy(Allowance)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Block-IV, Old JNU Campus, New Delhi  
Dated: 14<sup>th</sup> March, 2024

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OFFICE MEMORANDUM

Subject: Reimbursement of Children Education Allowance and Hostel Subsidy in accordance with New Education Policy 2020.

The Government of India has implemented the New Education Policy (NEP) 2020. Keeping in view the NEP 2020, the following modification have been carried out in the para 2(p) of O.M. No. A-27012/02/2017-Estt.(AL) dated 17-07-2018:-

*"The CEA and Hostel Subsidy is admissible in respect of children studying from **three classes before class one** to 12<sup>th</sup> 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 10<sup>th</sup> standard and the Government servant has not been granted CEA/hostel subsidy in respect of the child for studies in 11<sup>th</sup> and 12<sup>th</sup> standards."*

2. Further, it has also been decided to grant one time relaxation for reimbursement of CEA/Hostel Subsidy to those Government employees whose children have to repeat one additional class due to implementation of New Education Policy 2020.
3. The OM shall come in to effect from the academic year 2023-24 onwards.
4. This issues with the approval of competent authority.

  
14/03/2024  
(J S Kanth)

Under Secretary to the Government of India

To

All Ministries/Departments under Government of India

**PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE/HOSTEL SUBSIDY FOR THE ACADEMIC YEAR: 2023-24**

I hereby apply for the reimbursement of Children Education Allowance for my child/children and relevant particulars are furnished below :-

(CAPITAL LETTERS)

1.	Name of the Employee	:	
2.	JKCPIS No.	:	
3.	Designation	:	
4.	Place of Posting	:	
5.	Name of Spouse	:	
6.	If spouse is employed, State whether in Central Govt., PSU, State Govt. (give details also submit NDC)	:	
7.	Name, Designation and Office address of the Spouse.	:	

8. Details of the children for whom CEA/Hostel Subsidy claimed:

Sl. No.	Sequence	Name	DOB	Age
1.	1 <sup>st</sup> Child			
2.	2 <sup>nd</sup> Child			

9. Name of School/Residential School and Class in which children studied:

1 <sup>st</sup> Child	2 <sup>nd</sup> Child

10. Distance of Hostel of child from residence of employee (in case Hostel Subsidy is claimed)\_\_\_\_\_.

11. The Academic year for which CEA /Hostel Subsidy is applied now: **2023-24**

12. (a) Whether the child for whom the CEA is applied for is a disabled child:

YES/NO

(b) If yes, indicate the nature of disability:

(c) Date of disability certificate.

(d) Indicate the percentage of disability:

14. Whether the Bonafide certificate from Head of Institution has been attached :

Yes/No.

15. For Hostel Subsidy, the Bonafide certificate from mentioning the amount is attached: Yes/No

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16. If Yes at Item No. 15, Amount claimed for Hostel Subsidy:.....
17. (i) **Certified** that the fee/amount indicate above had actually been paid by me.
- (ii) **Certified** that my wife/husband is/is not a Central Government Servant.
- (iii) **Certified** that my husband/wife Sri/Smt:..... is presently working as : ..... in .....and that he/she shall not apply/has not applied for the Children Education Allowance for the child mentioned above.
- (iv) **Certified** that I or my wife/husband has not claimed this re-imbusement from any other source and will not claim the same in future.
18. 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.
19. **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 is found to be false, I am liable for disciplinary action.**

**Signature:**

**Name:** .....

**Design :** .....

**Place of Posting:** .....

**CPIS No:** .....

**Date:** .....

The details of child/children for whom the present claim is submitted by the official has been verified from the official records and found correct.

**Signature of Administrative Authority  
with office stamp**

**FOR OFFICE USE ONLY**

S. No.	CPIS No.	CEA Amount	Hostel Subsidy	Total
1				

**Signature of Administrative Authority  
with office stamp**

## **AFFIDAVIT**

I, ..... CPIS NO. ....  
S/o, W/o ..... R/o ..... Tehsil  
..... District Poonch J&K UT, do hereby solemnly affirm and declare as  
under:

1. That I am permanent employee of Education Department and serving as (Designation) ..... in ..... (Place of Posting) of Zone .....
2. That I am father / mother of my one/two child/children whose name as under;
  1. 1<sup>st</sup> Child Name ..... D.O.B. ....Class .....
  - School Name .....
  2. 2<sup>nd</sup> Child Name ..... D.O.B. ....Class .....
  - School Name .....
3. That the above specified children are my 1<sup>st</sup> two issues.
4. That the last Year **2022-23** I have received claim of my one/two child/children whose name as under;
  1. 1<sup>st</sup> Child Name ..... D.O.B. ....Class .....
  - School Name .....
  2. 2<sup>nd</sup> Child Name ..... D.O.B. ....Class .....
  - School Name .....
5. That the child/children has/have been not studying in the same class for more than one academic seasons.
6. That 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 is found to be false, I am liable for disciplinary action.
7. That I will be personally responsible if my claim is controversy to Govt. rule as laid down in order No. 473F of 2019.

**Signature:**

**Name:**

**Design :**

**Place of**

**Posting:**

**Date:**

**BONA FIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL**

This is to certify that Master/Baby/Mr./Miss .....  
Son/ daughter of Sri/Smt.....Roll No.....  
Admission No..... is a bonafide student of this school and studied in  
Class..... during the academic year **2023-24** and as per  
School records his/her date of birth is .....

This is also to certify that the above named child had studied in this  
School in the previous Academic Year **2022-23**.

\*\*This is further certified that during the year Master/Baby/ Mr./  
Miss..... had resided in the residential complex  
(Hostel) of the school and paid an amount of Rs..... towards  
boarding and lodging in the residential complex (Copy enclosed).

This Institution/School is affiliated to/ recognized by.....  
vide affiliation/recognition Number .....

Dated: .....

No: .....

Dated: .....

Place: .....

Signature Head of the  
Institution/School  
(with Stamp and seal)

(For Spouse Govt. Servant)

**OFFICE OF THE**

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**NON DRAWL CERTIFICATE (CEA)**

Certified that the Sh/Smt. \_\_\_\_\_

(H/o,W/o \_\_\_\_\_ R/o Village

\_\_\_\_\_ serving as Govt. Employee in the Department of

\_\_\_\_\_ Place of Posting \_\_\_\_\_ Zone

\_\_\_\_\_). Designation \_\_\_\_\_) Place of

Posting \_\_\_\_\_ Zone \_\_\_\_\_ has neither

applied for Children Education Allowance for the session 2023-24 nor any

Children Education Allowance has been drawn from this office.

Hence Non Drawl Certificate is issued in his/her favour.

No.

Dated.

Signature & Stamp

\_\_\_\_\_

**NOMINATION FORM AVAILING GRANT OF CHILDREN EDUCATION ALLOWANCE**

VIDE GOVT. ORDER NO. 473-F OF 2019 DATED: 28-11-2019

I \_\_\_\_\_ CPIS NO. \_\_\_\_\_  
Place of posting \_\_\_\_\_ do solemnly declare on oath that my  
family details is as under;-

Details of the family as on dated: \_\_\_\_\_

S. No	Name of the members of family	Date of Birth	Relationship with the official	Occupation	Aadhar No.
1.	2.	3.	4.	5.	6.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Serial No's \_\_\_\_\_ & \_\_\_\_\_ are my eldest wards (first two children) for whom I am claiming Children Education Allowance / Hostel Subsidy in terms of Govt. Order No: 473-F of 2019 dated: 28-11-2019.

I also certify that my spouse

- is not a Govt. Employee
- is a Govt. employee and NDC is enclosed.

The information given above is genuine to the best of my belief and nothing has been concealed therein. In case the information given above found to be false at any later stage, I shall be personally responsible for legal action.

Signature \_\_\_\_\_

Name : \_\_\_\_\_

**SELF DECLARATION**  
**(FOR REIMBURSEMENT CEA)**

I, ..... CPIS NO. ....  
Designation ..... Place of Posting

..... do hereby certify that my Son/Daughter namely

1. ....

2. ....

D.O.B. 1. .... 2. ....

Studied in Class 1. .... 2. ....

Roll Number 1. .... 2. ....

Admission Number 1. .... 2. ....

during the Academic Year **2023-24** in the below mentioned Schools

1. ....

2. .... School.

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 is found to be false, I am liable for disciplinary action.

**Signature:**

**Name:**

**Design :**

**Place of**

**Posting:**

**Date:**