

**APPLICATION FOR CHILDREN EDUCATION ALLOWANCE/HOSTEL SUBSIDY
FOR THE ACADEMIC YEAR 2018-19 (MAXIMUM UPTO FIRST TWO SURVIVING CHILDREN)**

(RBE No. 147/2017)

(A) I hereby apply for Children Education Allowance for my child/children and relevant particulars are furnished below:

1	Name of the Employee (in CAPITAL LETTERS)	
2	PF No./Employee No.	
3	Designation & Station/Office	
4	Name of the Spouse	
5	If the spouse is employed, state whether in Central Govt., PSU Govt.(Give details)	
6	Designation, office & B.U. No. of spouse, if employed in railway	

(B) Details of the eldest children for whom CEA/Hostel subsidy claimed:

Sr. No.	Particulars of Child	1 st child	2 nd child
1	Name		
2	Date of Birth		
3	Class studied during FY-2018-19		
4	Name of the School/College with address		
5	Name of claim (tick (✓) whichever is applicable)	i. Education Allowance	iv. Education Allowance
ii. Hostel Subsidy		v. Hostel Subsidy	
iii. Disabled Child		vi. Disabled Child	
6	Amount Claimed		

- (1) Distance of Hostel of child from residence of employee (In case Hostel Subsidy claim) _____
- (2) Whether the child for whom the CEA is applied for is a disabled child Yes/No.
- (3) If yes, indicate the nature of disability with % _____.
- (4) Date of disability certificate _____.

Certificate that my child in respect whom the Children Education Allowance is claimed is studying in the school/college which is recognized and affiliated to Board of Educational/University

I hereby declare that 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 CEA/Hostel Subsidy, I undertake to intimate the same promptly and also refund excess payment, if any made. Further, I am aware that if at any stage the information/document furnished above is found to be false, I am liable for disciplinary action.

Signature_____

Name/Design./Station_____

Working under_____

Date_____

Certified that the details of the employee have been verified with the family composition details of the claimant from the official record/register and found correct.

Forwarded to Sr. DPO/SUR for necessary action

Signature of Forwarding Official with
Office seal & stamp.

List of documents to be enclosed:

1. CEA/Hostel Subsidy application filled in all respect.
2. Bonafide certificate from the School/College (Annexure A).
3. Copy of Family Declaration Details duly certified by the Supervisory Official.

BONAFIDE CERTIFICATE FORM THE HEAD OF INSTITUTION / SCHOOL

This is to certify that _____
Roll No. _____ Admission No. _____ is a Bonafide student of school and Studied in Class _____
during the financial year _____ and as per school Records his/her Date of Birth is _____
[in words _____]

He/She bears good moral character.

**During the year _____ had resided in the Residential Complex/Hostel of The school
and paid an amount of Rs. _____ towards Boarding & Lodging of Residential Complex.

This Institution/School is affiliated/recognized as a Residential Institution/School by
_____ and the affiliation/recognition No. is _____
_____.

Dated:

Place:

Signature of the Head of the Institution/School
[With stamp and seal]

**Strike out which is not applicable.

Instructions for submission of CEA form (Year 2018-19)

- 1) CEA is allowed for **only two eldest children**. In any case claims for third and onward child should not be submitted.

- 2) CEA is allowed from LKG/UKG(2 years prior to 1st standard) up to 12th or first two years of Diploma Engineering (Polytechnic)/ITI after 10thSTD.

- 3) **For academic years beyond 12th STD,CEA should not be claimed.**

- 4) Application form 2018-19 to be filled and signed by employee and Depot I/C.

- 5) Bonafide certificate of year 2018-19 with School Recognition number should be attached.

- 6) Family declaration form should be **inclusive of names of all family members (all children)** irrespective of enable for Family PASS with the signature of employee & Depot I/C.