Guidelines from DOP&T to Central Government Departments as follows...

In order to implement the recommendation of Sixth Pay Commission for grant of Children Education Allowance. It is brought to the notice of all Employees that those who claim reimbursement of Children Education Allowance in respect of their Children should submit their claims in the following manner with effect from 1.9.2008.

1. To generate application / self-certification with original receipts. Then original fee receipts along with self-certification regarding Schools / Junior colleges affiliated to Board of Education or Universities should be submitted as quarterly basis.

2. Self-certification may be signed by the individual duly indicating Name, Designation and duly countersigned by HOS/D.O., quarterly period for which is being claimed to be indicated. It is mentioned that the 1st quarter is from June to August and II quarter from September to November and so on.

   June to August – 1st quarter
   September to November – 2nd quarter
   December to February – 3rd quarter
   March – May – 4th quarter

3. Each employees should submit claims in respect of their children together. Instead of individual claims for each child.

4. Belated claims of reimbursement will not be entertained. All claims should reach concern finance section on or before every 15th of succeeding month of quarter (i.e.)

   September 15th
   December 15th,
   March 15th,
   June 15th

Now for IIInd quarter (September to November.), all claims should reach concern finance section on or before 13.01.2009
Highlights of Scheme:

1. Children Education Allowance and Reimbursement of Tuition Fee which were hitherto payable separately will be merged and will henceforth be known as "Children Education Allowance Scheme".

2. It can be availed by Government Servants upto a maximum of 2 children.

3. Children from classes nursery to twelfth.

4. Even if a child fails in a particular class, the reimbursement of C E A shall not be stopped.

5. Following items can be claimed under this scheme:
   a. Tuition Fee
   b. Admission Fee,
   c. Lab. Fee,
   d. Special Fee for agriculture,
   e. Electronics,
   f. Music or any other subject,
   g. Fee charged for practical work under the programme of work experience,
   h. Fee paid for the use of any aid or appliance by the child,
   i. Library Fee,
   j. Games/Sports Fee,
   k. Fee for extra-curricular activities. and
   l. Purchase of one set of text books and Note books,
   m. Purchase of two sets of school uniforms,
   n. Purchase of one set of school shoes

The annual ceiling fixed for reimbursement of C E A is Rs. 12,000. It can be claimed once every quarter Rs.3,000, and in another quarter less than Rs.3,000, subject to the annual ceiling of Rs. 12,000 per child being maintained. The above limits would be automatically raised by 25% every time the D.A. on the revised pay structure goer up by 50%.

In order to ensure that Government servants have no difficulty in claiming reimbursement, the procedure under this scheme is being kept simple.
Subject: Children Education Allowance & Hostel Subsidy - Clarification.

The undersigned is directed to refer to DOP&T OM No.12011/03/2008-Estt.(Allowance) dated 2nd September, 2008 on the above subject and to say that this Department has been receiving various references from Government servants, Ministries/Departments seeking clarification whether Vidyalaya Vikas Nidhi (VVN) charged by Kendriya Vidyalayas is reimbursable as per items detailed in para l(e) of the above mentioned OM. The matter has been considered in consultation with Ministry of Finance. It is clarified that Vidyalaya Vikas Nidhi charged by Kendriya Vidyalayas will also form part of para l(e) of the said OM and can be claimed for reimbursement under the scheme of Children Education Allowance subject to the annual ceiling of Rs. 12000 per child. Where Vidyalaya Vikas Nidhi has not been admitted for reimbursement in past cases, the same may now be considered for reimbursement subject to the other conditions.

This Department has also been receiving references seeking clarification whether Children Education Allowance can be claimed in respect of any two children by Government Servants who have more than two children. It is clarified that Children Education Allowance is admissible for the two eldest surviving children only, except when the number of children exceeds two due to second child birth resulting in multiple births.
Government has been published a clarification through DOPT regard to the definition of "Nursery". This clarification order says, "Reimbursement will be applicable for expenditure on the education of school going children only.

Children from classes nursery to twelfth including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Board of Education".

Hence, It is clarified that 'classes nursery to twelfth' will include classes I to XI +2 classes prior to class I irrespective of the nomenclature. So, an employee may avail this allowance from LKG studying children.

Subject:- Clarification on Children Education Allowance

The undersigned is directed to refer to DOP&T O.M. of even No.dated 2.9.2008 on the above subject. Para I(c) of the said O.M. says

"Reimbursement will be applicable for expenditure on the education of school going children only i.e. for children from classes nursery to twelfth including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Board of Education".

Various clarifications are being sought with regard to the definition of 'nursery' as the same is being called by different names in different institutions. This matter was considered in consultation with Ministry of Finance. It is clarified that 'classes nursery to twelfth' will include classes I to XI +2 classes prior to class I irrespective of the nomenclature.

It is further clarified that 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 a recognized school/institution. Recognized school/institution in this regard means a Govt. school or any educational institution whether in receipt of Govt. aid or not, recognized by the Central or State Govt. or Union Territory Administration or by University or a recognized educational authority having jurisdiction over the area where the Institution is situated.

(Simmi R.Nakra)
Director
Sub: **Children Education Allowance Scheme – Clarification**

Subsequent to issue of this Department OM No. 12011/32008-Estt (Allowance) dated 02/09/2008 and clarificatory OMs dated 11/11/2008, 23/11/2009 and OM No. 12011/16/2009-(Allowance) dated dated 13/11/2009 on the Children Education Allowance (CEA) Scheme, this Department has been receiving references from various Departments, seeking further clarifications.

The doubts raised are clarified as under:-

(i) Whether CEA is admissible to a Government Servant who ceases to be in service due to retirement, discharge, dismissal or removal from service in the course of an academic year?

**CEA/hostel subsidy shall be admissible till the end of the academic year in which the Government servant ceased to be in service due to retirement, discharge, dismissal or removal from service in the course of an academic year.**

The payment shall be made by the office in which the Govt. servant worked prior to these events and will be regulated by the other conditions laid down under CEA scheme.

(ii) Whether Children of a Government servant who dies while in service are still eligible for reimbursement under the new CEA scheme?

**If a Government servant dies while in service, the Children Education Allowance or hostel subsidy shall be admissible in respect of his/her children subject to observance of other conditions for its grant provided the wife/husband of the deceased is not employed in service of the Central Govt., State Government, Autonomous Body, PSU, Semi-Government Organization such as Municipality, Post Trust Authority or any other organization partly or fully funded by the Central Govt/State Governments. In such cases the CEA/Hostel Subsidy shall be payable to the children till such time the employee would have actually received the same, subject to the condition that other terms and conditions are fulfilled. The payment shall be made by the office in which the Govt. servant was working prior to his death and will be regulated by the other condition laid down under CEA Scheme**

(iii) Whether any upper age limit of the children has been prescribed for claiming CEA?

**Whether CEA can be allowed in case of children studying through “Correspondence or Distance Learning”?**

**If so the age limit prescribed for the same.** The upper age limit for disabled children has been set at the age of 22 years. In the case of other children the age limit will now be 20 years or till the time of passing 12th class which ever is earlier. Cases where reimbursement have been already made, in respect of children above this age may not be reopened. It has also been decided that CEA may henceforth be allowed in case of children studying through “Correspondence or Distance Learning” subject to other condition prescribed
(iv) What is the definition of the terms ‘two sets of uniform’ which occur in para 1(e) of our O.M. dated 2.9.08. What is the definition of ‘one set of shoes’?

It is clarified that ‘one set of shoes’ would mean one pair of shoes and ‘two sets of uniform’ would mean two sets of uniform prescribed by the school in which the child is studying. A set of uniform will include all items of clothing prescribed for a day, as uniform by the school. Reimbursement may be allowed for two sets of such uniform irrespective of the colours /winter/ summer/ PT uniform

(v) What is the definition of ‘station’ for the purpose of hostel subsidy?

It is clarified that for the purpose of hostel subsidy, station would be demarcated by the first three digits of the PIN Code of the area where the Government Servant is posted and/or residing. ‘The first three digits of the PIN Code indicate a Revenue District

(vi) Whether fee paid to organizations/institutions other than the school or fee paid to private tutors for purposes mentioned in para 1(e) of the OM dated 2.9.2008 is reimbursable?

No. It is clarified that the term ‘fee’ contained in the para 1(e) of the OM dated 2.9.2008 would mean the fee charted by the school directly from the student.

s/d
Simmi R. Nakra
Director (P&A)
OFFICE MEMORANDUM

Subject: – Clarification on Children Education Allowance

The undersigned is directed to refer to DOP&T O.M. No. 12011/03/2008-Estt(Allowance) dated 02-09-2008 and clarificatory O.M No.12011/16/2009-Estt.(AL) dated 13.11.2009 on the Children Education Allowance(CEA) Scheme, this Department has been receiving references from various Departments seeking further clarifications. The doubts raised are clarified as under:

(i) whether Children Education Allowance would be admissible beyond two children due to failure of sterilization operation. The reimbursement of Children Education Allowance is admissible only for the first child born after failure of sterilization operation.

(ii) whether the admissible amount per annum per child (annual ceiling of Rs. 15000/-) on account of CEA can be reimbursed in full in the first quarter of the financial academic year itself. It is clarified that a Government servant is allowed to get 50% of the total amount subject annual ceiling in the first quarter and the remaining amount in third and or fourth quarter. Frontloading of the entire amount in the first and second quarters is not allowed.

sd/-

(Vibha Govil Mishra)
Deputy Secretary (P&A)
OFFICE MEMORANDUM

Subject: - Clarification on Children Education Allowance.

The undersigned is directed to refer to DOP&T O.M. No.12011/03/2008-Estt(Allowance) dated 02-09-2008 and clarificatory OM No.12011/16/2009-Estt.(AL) dated 13.11.2009 on the Children Education Allowance(CEA) Scheme, this Department has been receiving references from various Departments seeking further clarifications. The doubts raised are clarified as under:

(i) Whether Children Education Allowance would be admissible beyond two children due to failure of sterilization operation.

The reimbursement of Children Education Allowance is admissible only for the first child born after failure of sterilization operation.

(ii) Whether the admissible amount per annum per child (annual ceiling of Rs.15000/-) on account of CEA can be reimbursed in full in the first quarter of the financial/academic year itself.

It is clarified that a Government servant is allowed to get 50% of the total amount subject to the overall annual ceiling in the first quarter and the remaining amount in third and or fourth quarter. Frontloading of the entire amount in the first and second quarters is not allowed.

(ii) A Government servant claim full amount subject to annual ceiling of Rs.15000/- in last quarter.

sd/-
(Vibha Govil Mishra)

Deputy Secretary (P&A)
Clarification on Children Education Allowance and Hostel Subsidy - DOPT Order

Department of Personnel and Training has published in its website today, an important clarification order[No.1211/08/2010-Estt.(AL) dated on 30.12.2010] about the Children Education Allowance and Hostel Subsidy issue. This department has already issued some clarifications through the previous orders, still further doubts receiving from various department of Central Government to DOPT. Now, clarifications given as some type of 'questions and answers' by the DOPT. This order is very useful to Central Government Employees to clear the doubts regarding the Children Education Allowance Scheme...

We have given some answers collected from this order...

1. The upper age limit for children will now be 20 years or till the time of passing 12th Std. whichever is earlier.

2. 'One set of shoes' means 'One pair of shoes'.

3. 'Two sets of uniform' means a set of uniform will include all items of clothing prescribed for a day and irrespective of the colours/winter/summer/PT uniform.

4. 'Station' means first three digits of the PIN Code(indicate Revenue District) of the area where the employee is posted and /or residing.

5. No reimbursement whether the fee paid to Private Tutors.