

RAJYA SABHA SECRETARIAT
ESTABLISHMENT (G) SECTION

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

RS/3/3/2016-Estt.(G)

Dated the 11th April, 2018

CIRCULAR
(No. 7/2018)

Subject: Submission of a Certificate for Reimbursement of Children Education Allowance (CEA).

Rajya Sabha Secretariat *vide* its Circular No. 23/2017 dated 23rd August, 2017 has adopted DoPT order No. A-27012/02/2017-Estt.(AL) dated 16th August, 2017 on the subject cited above.

2. As per aforesaid order, for reimbursement of Children Education Allowance (CEA), a certificate from the head of institution, where the ward of government employee studies, will be sufficient for this purpose. The certificate should confirm that the child studied in the school during the previous academic year.
3. For Hostel Subsidy, a similar certificate from 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 lodging and boarding in the residential complex. The amount of expenditure mentioned, or the ceiling as mentioned above, whichever is lower, shall be paid to the employee. A certificate in this regard is enclosed with this circular.
4. It may also be noted that reimbursement of children Education Allowance (CEA) will be done once in a year after completion of the financial Year.
5. Accordingly, all the officials/claimants are requested to submit claims for CEA alongwith a certificate (proforma enclosed).

Sd/-
(T. KENNEDY JESUDOSSAN)
UNDER SECRETARY

To

**All Officers/Sections/PSs/PAs to officers and Pay & Accounts Officer,
Rajya Sabha (through Intranet only).**

RAJYA SABHA SECRETARIAT
ESTABLISHMENT (G) SECTION

(Estt. (G) Circular No.23/2017 dated 23.08.2017 and DoPT Order No.
A-27012/02/2017-Estt.(AL) dated 16.08.2017)

CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL
(For reimbursement of Children Education Allowance)

Reference No.:

Date:

It is certified that Master/Kumari _____ having
Admission No. _____ D.O.B. _____ Son/Daughter
of Mr/Mrs _____ studying in Class _____
Section _____ Roll No. _____ during the previous Academic year
from _____ to _____ School/Institution, namely

vide affiliation Regd. No./Code _____ and pattern _____Curriculum.

Place :

Date :

Signature of School Principal
With School Stamp