

I/441707/2026



दक्षिण रेलवे/SOUTHERN RAILWAY

मंडल मुख्यालय / Divisional Office

कार्मिक शाखा / Personnel Branch

सेलम / Salem – 636 005

International Year  
of Cooperatives

Cooperatives Build a Better World

सं/ No.SR-SA0PB(CEA)/1/2021/e-132147

दिनांक/Dated. 27.02.2026.

परिपत्र/CIRCULAR

**Sub:** Children Education Allowance/Hostel Subsidy for the year 2025-2026 - reg.

**Ref:** Railway Board's Letter No. E(W)2017/ED-2/3 dated 03.08.2018 (RBE No. 114/2018) circulated by PCPO/MAS vide PBC No. 164/2018.

\* \* \* \* \*

In connection to the above reference, it is stated that Board has communicated norms for claiming Children Education Allowance (CEA) / Hostel Subsidy as under:

1. The CEA and Hostel Subsidy is admissible in respect of two eldest surviving Children Studying from three classes before Class 1<sup>st</sup> 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> standard.
2. The Amount fixed for reimbursement of CEA will be ₹ 2,812.5/per month per child (fixed), and ₹ 8,437.5/per month for Hostel Subsidy.
3. The reimbursement of CEA for Divyaang Children of Railway Servants shall be payable at double the normal rates, i.e., ₹ 5,625/- per month (fixed).
4. The reimbursement will be done once a year only, i.e. **after completion of the Financial Year.**
5. For reimbursement of CEA, a certificate from the Head of Institution, where the ward of a government employee studies, will be sufficient, and it should also confirm that the child has studied in the school during the previous Academic Year.
6. However, for hostel subsidy, a similar certificate from the Head of Institution with additional information regarding the amount of expenditure incurred by the government servant **towards lodging and boarding in the residential complex is to be mentioned** so that the amount of expenditure made or the ceiling of ₹ 8437.5/per month, whichever is lower, shall be paid to the employee.
7. Hostel Subsidy is applicable only if the child is studying in a **Hostel located at least 50 kilometres away from the residence of the employee.**
8. The certificate should be collected from the school only after the completion of the full Academic Year.
9. The CEA and Hostel Subsidy can be claimed concurrently.

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**Schedule for payment of CEA & HS for the year 2025-2026: -**

1. Applications for reimbursement/payment of CEA & HS will be collected after the completion of the academic year 2025-2026, i.e., **after the completion of the final examination.**
2. The received applications will be scrutinized and processed for employees submitted within the **10<sup>th</sup>** of every month and forwarded to Associate Finance for vetting before the **12<sup>th</sup>**, and returned before the **17<sup>th</sup>** so that the vetted records will be claimed in that month's salary.
3. To ensure that the child/ward has completed his/her studies during the previous academic year, a bona fide certificate from the school has to be obtained. **(Format enclosed)**
4. If both the spouses are Government servants, only one of them can avail reimbursement under CEA, and the claiming applicant should declare that his/her spouse has not claimed the allowance and will be liable for action under D&AR if it is found to be false at a later date.
5. Claims shall be admissible only for the children whose names are included in the Family Composition of the employee in official records. Before submitting the application for Children Education Allowance & Hostel Subsidy, every employee should ensure that his/her Ward's name is included in the Family Composition in their official records or else such claims shall not be processed.
6. The Controlling Supervisors are requested to collect the applications of the employees of their office with original Bonafide certificates for hostel subsidy along with their Family Composition details duly certified and forward the same to this office none bunch under a covering letter **on or before the 10<sup>th</sup> of every month. Applications without a covering letter and Family Composition details will not be considered for Reimbursement.**
7. CEA & HS application can be downloaded from the Salem Division, Personnel department Internet web page. The link is  <https://pbsalem.in/forms.html>

**Encl.:** Application Proforma &  
Bonafide Certificate Proforma

सहायक कार्मिक अधिकारी/II  
**Assistant Personnel Officer / II**  
/मंडल कार्मिक अधिकारी// सेलम  
**for Divisional Personnel Officer / SA**

C/- **PS to DRM** for kind information of **DRM**  
**PS to ADRM** for kind information of **ADRM**  
All Branch Officers / SA Division & All Supervisory Officials / Salem Division  
Ch. S&WIs/S&WIs, Ch. OS/Genl, Ch. OS's – for inf. and nec. action  
DSs/SRMU, DREU, AISCST/REA & AIOBC/REA/SA Divn.

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**APPLICATION FOR CHILDREN EDUCATION ALLOWANCE AND HOSTEL SUSBSIDY (CEA & HS) FOR THE ACADEMIC YEAR 202 - 202**

(Ref: Railway Board letter No. E(W)2017/ED-2/3 dated 03.08.2018 (RBE No. 114/2018))

1.	Bill Unit & Station of the Employee	BU: 0606_____ /			
2.	Name of the Employee				
3.	PF / Employee No. & Designation (11 Digit PF Number)				
4.	<b>Particulars of Children (Family Composition to be enclosed)</b>	<b>Child -1</b>		<b>Child -2</b>	
	Name of the Student				
	Date of Birth	Sex (M/F)			
	Class in which Studied in the previous Academic year				
	Name of the School and Address:				
	Nature of claim: (Tick Whichever is applicable)	Education Allowance <input type="radio"/>	Hostel Subsidy <input type="radio"/>	Disabled Child <input type="radio"/>	Education Allowance <input type="radio"/>
5(a).	<b>Children Education Allowance:</b> Whether Bonafide Certificate from School is enclosed (Yes / No)				
5(b).	<b>Hostel Subsidy:</b> Whether Bonafide certificate from school mentioning the amount of expenditure is enclosed (Yes/No)				
5(c)	Residential Address				
5(d)	Hostel Address				
5(e)	Distance between Residence and Hostel				

Certified that: (**Strikeout wherever not applicable**)

My Child/Children mentioned above in respect of whom reimbursement of education expenses is claimed is/are wholly depended upon me. / My Spouse is not a Central Government Employee. / My Spouse is a Central Government Employee and that he/she will not claim reimbursement of education expenses in respect of our ward/wards. / My child/children in respect of whom reimbursement is claimed is/are studying in recognized school.

1. I hereby declare that reimbursement of Children Education Allowance has not been claimed in respect of the child/children by a person other than me.
2. I hereby declare that reimbursement of Children Education Allowance is claimed for my eldest two surviving children only.

I hereby declare that the particulars mentioned above are correct to the best of my knowledge. If any information furnished above is not correct, I am liable to be taken up under D&AR.

(Signature of the Employee)

I hereby declare that the particulars mentioned above along with FCC of the Employee are verified by me and is found correct to the best of my knowledge. If any information furnished above is not correct, I am liable to be taken up under D&AR.

Signature for forwarding Official  
with date and office seal

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**To be printed on the Letter Head of the Institution with full postal Address**(if there is no printed letter head, Name of the Institution and full postal Address should be written clearly)**प्रोसेना बोनाफाइड सर्टिफिकेट /  
PROFROMANA BONAFIDE CERTIFICATE**

It is certified that Master / Baby / Kumari .....

....., Admission No. ....

Date of Birth ..... S/D/o S/Shri .....

has studied in Class ..... Section ..... During the previous academic year

i.e., ..... in this School / Institution, which is registered and affiliated vide Reg.

No. ....

\*\*\*\* During the year Master / Baby / Kumari .....

has resided in the residential – complex (Hostel) of the School and paid an amount

of ₹ ...../- towards boarding and lodging in the residential complex.

\*\*\*\*\* (strike out if it is not applicable)

Official Seal with Date

Signature of the Head of  
the Institution / School

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**बच्चों के शैक्षिक भत्ते (सीईए) / छात्रावास सब्सिडी (एचएस) की प्रतिपूर्ति के लिए परिवार संरचना का आवेदन**

**APPLICATION OF FAMILY COMPOSITION FOR REIMBURSEMENT OF CHILDREN EDUCATIONAL ALLOWANCE (CEA) / HOSTEL SUBSIDY (HS)**

Sl. No.	Name	Relationship	Date of Birth
01.			
02.			
03.			
04.			
05.			

**Particulars of Employee**

06.	PF Number	
07.	Designation / Station	
08.	Department	
09.	Date of Appointment	
10.	Date of Retirement	
11.	Date of Joining the present Station	
12.	Pay in the Pay Matrix	
13.	Grade Pay (VI CPC)	
14.	Pay Level in VII CPC	

It is further declared that the Child / Children mentioned above is / are my eldest surviving Child / Children only. This will also prove according to the order of DOB indicated in the Family Composition for the Privilege Pass Account. I am aware that my claim is permissible only the two eldest surviving Child / Children only. I have not willfully suppressed or misrepresented any facts on this aspect.

**Date:**

**Signature of the Employee**

**Station:**

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Certified that the above details furnished under Sl. No. 01 to 11 and the fact of Child / Children names is / are available in the Family Composition declared by the employee and maintained in the Pass declaration register.

**Date:**

**Pass Issuing Authority**

**Office Seal**