

GUIDELINES FOR SUBMISSION OF
CHILDREN EDUCATION ALLOWANCE CLAIM

1. Reimbursement **will be done once a year**, after completion of the financial year.
2. CEA & Hostel Subsidy rates from **Apr-2025** to **March-2026** are as follows:-
 - a) Children Education Allowance ₹ 2813/- p.m.
 - b) Hostel Subsidy ₹ 8438/- p.m.
3. CEA for **Specially Abled Children** from **Apr-2025** to **March-2026** is **Rs.5625/- PM**
4. For claiming CEA submit a certificate issued **by Head of Institution / School**.
5. In case such certificate cannot be obtained, self-attested copy of the report card or self-attested fee receipt(s) {including e-receipt(s)} confirming/ indicating that the fee deposited for the entire academic year can be produced as a supporting document to claim CEA.
6. For Hostel Subsidy **similar certificate** required with additional information about **expenditure towards boarding and lodging** in the residential complex.
7. For Hostel Subsidy similar certificate required with additional information about expenditure towards boarding and lodging in the residential complex.
8. Reimbursement of CEA forms are as follows:

**PROFORMA FOR RE-IMBURESMENT OF
CHILDREN EDUCATION ALLOWANCE**

CLAIM FOR THE ACADEMIC YEAR: 2025-26

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

1.	Name & Rank of the Govt Servant	:			
2.	Personal No.	:			
3.	Designation	:			
4.	Name of the Unit	:			
5.	If Spouse is employed, state whether in Central Govt., PSU, State Govt. (give details with name of the Spouse)	:			
6.	Designation, Office & B.U. No. of spouse, if spouse is employed in Railway	:			
7.	Details of the child / children for whom CEA / Hostel Subsidy claimed:-				
	Sequence	Name of child	DOB	Standard (A.Y. 2025-26)	Name & Place of the School / Institution
	1 st Child				
	2 nd Child				

8. Re-imburement of Expenditure:-

Sequence	Academic Year	Rate of CEA (Rs.)	Amount claimed	Remark
1 st Child	Apr 25 to Mar 26	@ 2813/- PM		
2 nd Child	Apr 25 to Mar 26	@ 2813/- PM		
Total amount claimed Rs.				

09. Distance of Hostel of child from residence of employee (in case Hostel Subsidy):

10. Amount of CEA / Hostel Subsidy already received up to previous quarter: **NIL**

11. The Academic year for which CEA / Hostel Subsidy is applied now: **2025-26**

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:

13. Whether the Bonafide certificate from Head of Institution has been attached: **Yes / No**

14. For Hostel Subsidy, the Bonafide certificate from mentioning the amount is attached:

15. If Yes at Item No. 14, Amount claimed for Hostel Subsidy: Rs.

16. (a) Certified that I or my wife / husband is / is not a Central Government servant.

(b) Certified that my wife / husband 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/children mentioned above.

(c) Certified that I or my wife / husband has not claimed this re-imbursment from any other source and will not claim the same in future.

17. Certified that my child in respect of whom re-imbursment of Children Education Allowance is applied is studying in the School / Jr. College which is recognized and affiliated to Board of Education / University.

18. Certified that I am claiming the CEA in respect of my two eldest surviving children only, 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.

Date:

Place:

(Signature of Govt Servant)

Name:

Rank :

P.No.:

II
COUNTERSIGNE
D

Date:

**Authority vide Government of India Ministry of Personal P.G
and Department of Personal & Training New Delhi Order No.
A-27102/02/2017-Estt. (AL) 16 August 2017** (This order shall be
effective from 01 Jul 2017)

CERTIFICATE FROM THE HEAD OF INSTITUTION /SCHOOL
(FOR REIMBURSEMENT CEA)

Ref No.....

Date:.....

It is certified that Master/ Kumari _____ having Admission
No _____ D.O.B _____ Son / Daughter of Mr /Mrs. _____
was studying in Class _____ Sec _____ Roll No. _____ During the Previous
Academic Year from 2025 to 2026 School / Institution, namely
_____ vide affiliation Regd No.
/ Code _____ and pattern _____ Curriculum.

Place: _____

Date:- _____

Signature of
principal (Affix
School Stamp)

SELF DECLARATION

I Service No. _____ Rank _____ Name _____
of Unit _____ do hereby certify that my Son / Daughter
namely _____ Studied in Class _____ Sec _____
Roll No. _____ during Previous Academic Year **2025-2026** in
_____ School.

In the event of any change in the particulars given above which affect my eligibility for Children Education Allowance. I undertake to intimate the same promptly and refund excess payment, if any made to me.

Signature of Govt Servant

Name: _____

Rank: _____

P.No. _____

Place: _____

Date: _____