



तमिलनाडु केन्द्रीय विश्वविद्यालय  
(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)  
**CENTRAL UNIVERSITY OF TAMIL NADU**  
(Established by an Act of Parliament, 2009)  
तंजावुर रोड/Thanjavur Road, तिरुवारूर/Thiruvārūr - 610 004  
☎: 04366 – 220311, ☎: 04366 - 225312

No.CUTN/2020/Misc/Finance

.07.2021

**CIRCULAR**

**SUB: Reimbursement of Children Education Allowance as per 7<sup>th</sup>  
CPC for the FY: 2020-21-Reg.**

In pursuance of Ministry of Personnel, Public Grievances and Pensions, (DOPT) O.M.No.A-27012/02/2017-Estt.(AL) dated 17.07.2018, reimbursement of the CEA/Hostel subsidy shall be regulated as per terms & conditions enumerated therein. Brief information on CEA/Hostel subsidy is given below for reference.

- 1. Children Education Allowance (CEA):** The reimbursement of Children Education Allowance/Hostel Subsidy can be claimed only for the two eldest surviving children with exception that in case the second child birth results in twins/multiple birth. The amount for reimbursement of Children Education allowance has been revised to Rs.2250/-per month (fixed) per child. This amount of Rs.2250/- is fixed irrespective of the actual expenses incurred by the Govt. Servant. In order to claim reimbursement of CEA, the Govt. servant should produce a certificate issued by the Head of the Institution for the period/year for which claim has been preferred. The certificate should confirm that the child studied in the school during the previous academic year. **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. The period/year means academic year i.e. twelve months of complete academic session.**
- 2. Hostel Subsidy:** The amount of ceiling of hostel subsidy is Rs.6750/- pm. In order to claim reimbursement of Hostel Subsidy for an academic year, a similar certificate from the Head of Institution confirming that the child studied in the school will suffice, with additional requirement that the certificate should mention the amount of expenditure incurred by the Government servant towards lodging and boarding in the residential complex. In case such certificate cannot be obtained, self- attested copy of the report card and original fee receipt(s)/e-receipt(s) which should indicate the amount of expenditure incurred by the Government servant towards lodging and boarding in the residential complex can be produced for claiming Hostel Subsidy. Hostel subsidy is applicable only in respect of the child studying in a residential educational institution located at least 50 kilometres from the residence of the Government servant.
- 3. The expenditure on boarding and lodging or the ceiling of Rs.6750/- as mentioned above, whichever is lower, shall be paid to the employee as Hostel Subsidy. The period/year will mean the same as explained in para-1 above. The suitable proforma for CEA/Hostel Reimbursement Claims has been devised by University (Appendix-A)**

4. The reimbursement of Children Education Allowance for Divyaang children of government employees shall be payable at double the normal rates of CEA prescribed above in clause (1) i.e. Rs.4500/- per month (fixed). Necessary certificate shall be submitted along with claim.
5. The Hostel Subsidy and Children Education Allowance can be claimed concurrently.
6. In case both the spouses are Government servants, only one of them can avail reimbursement under CEA/Hostel Subsidy. Undertaking shall be submitted in the required format.
7. The CEA and Hostel Subsidy is admissible in respect of children studying from two classes before class one to 12<sup>th</sup> standard. (For example: If CEA claim already availed for Pre KG, then claim will be allowed for either LKG or UKG only and If CEA claim not availed for Pre KG, then it will be allowed for both LKG and UKG).
8. The upper age limit for reimbursement of CEA/Hostel Subsidy is 20 years or till the time of passing 12<sup>th</sup> class whichever is earlier. But for Divyaang children it has been set at 22 years.
9. All eligible Teaching, Non-teaching Staff and Officers of the University are conveyed to apply for CEA/Hostel Subsidy Reimbursement claims in the prescribed format as earliest possible **through Establishment Section, preferably before 02<sup>nd</sup> August, 2021.**
10. Grant of CEA/ Hostel Subsidy is subject to future clarification /communication issued by UGC/MOE.
11. **Employees who have already submitted claim forms for CEA/ Hostel Subsidy for Financial year 2020-21 need not submit again.**

**Joint Registrar  
(Finance & Accounts)**

Encl.: CEA/Hostel Reimbursement Claim form and Bonafide Certificate

**To:  
All Regular Employees**

Copy to:

1. In-Charge-Establishment Section



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**PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION  
 ALLOWANCE/HOSTEL SUBSIDY**

CLAIM FOR THE FINANCIAL YEAR:- **2020-21**

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

1. Name of the Employee :
2. Employee No. :
3. Designation :
4. Office / Department :
5. Name of Spouse :
6. If spouse is employed, state whether in Central Govt., PSU, State Govt. (give details) :
7. Designation & Office of spouse, if spouse is employed in Railway: :

8. Details of all the children for whom CEA/Hostel Subsidy claimed:

S.No.	Sequence	Name	DOB	Age
1.	1 <sup>st</sup> Child			
2.	2 <sup>nd</sup> Child			

9. Academic year, Name of School/Residential School and Class in which children studied:

1 <sup>st</sup> Child		2 <sup>nd</sup> Child	
Academic Year: <b>[2020-21]</b>	Name of the School:	Academic Year: <b>[2020-21]</b>	Name of the School:
Class:		Class:	

10. Distance of Hostel of child from residence of employee (*in case Hostel Subsidy is claimed*):.....

11. The Academic year for which CEA/Hostel Subsidy is applied now : **2020-21**

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: Yes/No

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

16. (i) Certified that the fee/amount indicate above had actually been paid by me.

(ii) Certified that my wife/husband is/is not a Central Government Servant.

(iii) Certified that my husband/wife 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  
mentioned above.

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

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

18. 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 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.

Signature : .....

Name :

Designation :

Date :

**FOR OFFICE USE ONLY**

**A. Establishment Section:**

The family particulars of the claimant has been verified from the official records and found correct.

Section Officer/AR

**B. Finance section:**

Name of staff	Designation	Emp. No.	CEA Amount	Hostel Subsidy Amount (if any)	Total

Dealing Assistant

Assistant Registrar

Joint Registrar

**APPENDIX - B**

**BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL**

This is to certify that Master/Baby/Mr./Miss.....  
Roll No ..... Admission No ..... son of  
Sri/Smt..... is a bonafide student of this  
school and studied in Class ..... during the year **2020 - 21** and  
as per School record his / her date of birth is ..... in words  
.....

*(In Case of Hostel Subsidy)*

\* During the year Master/Baby/Mr./Miss..... had  
resided in the residential complex (Hostel) of the school and paid an amount of  
Rs. .... towards boarding and lodging in the residential complex.

**This institution/School is affiliated recognized by .....**  
**and affiliation / recognition number is .....**

Date:

Place:

Signature  
(Head of the Institution/School  
with Stamp & Seal)

\* *(Strike out it is not applicable)*