

GOVERNMENT OF JAMMU AND KASHMIR
FINANCE DEPARTMENT
CIVIL SECRETARIAT, JAMMU

Subject: Clarification on Children Education Allowance/Hostel subsidy.

Consequent upon the implementation of Seventh Pay Commission Allowances after the Reorganization of the State of Jammu & Kashmir, Finance Department has issued Govt. Order No. 473-F dated: 28.11.2019 wherein CEA/Hostel Subsidy was granted in favour of the employees of Union Territory of Jammu & Kashmir. Various queries have been received in the Finance Department from certain quarters regarding CEA/Hostel Subsidy.

After examining the issue, it has been decided to issue the following clarification on the subject of Children Education Allowance and Hostel Subsidy:-

1. The maximum ceiling amount for reimbursement of Children Education Allowance is Rs 2250/- per month per child and Rs 6750/- per month per child for hostel subsidy. The CEA amount is fixed irrespective of actual expenses incurred, but for claiming Hostel subsidy a certificate from the institute, where the child is studying shall indicate the amount of lodging and boarding charges paid by the employee to the residential educational institute. The reimbursable amount of the Hostel subsidy will be the actual expenses incurred or Rs 6750/- per month whichever is less.
2. Children Education Allowance and Hostel subsidy can be claimed by only one employee if both spouses are employed.
3. The reimbursement of CEA and Hostel subsidy will be made only once in a year after the completion of Financial year i.e., in the month of April/May. For example claim of CEA and Hostel subsidy for the financial year 2020-21 shall be submitted in April/May 2021.
4. The application for claiming the reimbursement is attached as Annexure "A ". In addition a bonafide certificate is to be obtained from Head of Educational Institution confirming that the child studied in the school during the period of the claim (Annexure "B"). In case such a certificate



cannot be obtained, a self attested copy of the report card and receipt/
e- receipt of the institute can be produced as a supporting document.

Sd/-
(S. L. Pandita)
Director General (Codes)
Finance Department
Dated: 14-08-2020


No. A/Clar(2019)-676/7

Copy to the:-

1. Advocate General, J&K High Court Srinagar/Jammu.
2. All Financial Commissioners.
3. Principal Accountant General, J&K Srinagar/Jammu.
4. All Principal Secretaries to the Government.
5. Principal Resident Commissioner, 5 Prithvi Raj Road, New Delhi.
6. Principal Secretary to the Lieutenant Governor.
7. Chief Electoral Officer, J&K.
8. Joint Secretary (J&K) Ministry of Home Affairs, Govt. of India.
9. All Commissioner/Secretaries to the Government.
10. Divisional Commissioner Kashmir/Jammu.
11. Director, Anti Corruption Bureau, J&K.
12. Registrar General, J&K High Court Srinagar/Jammu.
13. Director General Audit & Inspection, J&K.
14. Director General Budget, J&K.
15. Director General Accounts & Treasuries, J&K.
16. Director General Funds Organization, J&K.
17. Director General Local Fund, Audit & Pension.
18. Director Information, J&K.
19. All Head of Departments /Managing Directors/Chief Executive of State PSU's/Autonomous Bodies.
20. Secretary, J&K Public Service Commission.
21. All District Development Commissioners.
22. Secretary, J&K Legislative Assembly.
23. Principal, Northern Zonal Accountancy Training Institute Jammu.
24. Principal, Accountancy Training School Srinagar.
25. Director, Accounts & Treasuries Kashmir/Jammu.
26. All Director Finance/Financial Advisors & CAO's.
27. Joint Director Funds Organization Srinagar/Jammu.
28. All Treasury Officers.
29. General Manager, Government Press for publication in Government Gazette.



30. Pvt. Secretary to Advisor (S/F/B/BK) to the Lieutenant Governor.
31. Pvt. Secretary to Chief Secretary.
32. Pvt. Secretary to Financial Commissioner, Finance Department.
33. I/c Website, FD. (www.jakfinance.nic.in).
34. I/c Website, GAD (www.jkgad.nic.in).



14/8/20
Dy. Director(Codes),
Finance Department.

PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE/HOSTEL SUBSIDY FOR THE ACADEMIC YEAR: _____.

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.	P.F. No./Employee No.	:	
3.	Designation	:	
4.	Present Department/Office	:	
5.	Name of Spouse	:	
6.	If spouse is employed, State whether in Central Govt., PSU, State Govt. (give details)	:	
7.	Name , Designation and Office address of the Spouse.		

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

Sl. No.	Sequence	Name	DOB	Age
1.	1 st Child			
2.	2 nd Child			

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

1 st Child	2 nd Child

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: _____
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:
14. Whether the Bonafide certificate from Head of Institution has been attached :
Yes/No.
15. For Hostel Subsidy, the Bonafide certificate from mentioning the amount is attached: Yes/No



16. If Yes at Item No. 15, Amount claimed for Hostel Subsidy:.....
17. (i) Certified that the fee/amount indicated above had actually been paid by me.
(ii) Certified that my wife/husband is/is not a Government Servant.
(iii) Certified that my husband/wife Sri/Smt:..... is presently working as : inand that he/she shall not apply/has not applied for the Children Education Allowance. Certified that I or my wife/husband has not claimed the reimbursement from any other source and will not claim the same in future.
18. 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.
19. 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.

Signature:

Name:

Design :

Date:

The details of child/children for whom the present claim is submitted by the official has been verified from the official records and found correct.

**Signature of Administrative Authority
with office stamp**



BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL

This is to certify that Master/Baby/Mr./Miss
Son/ daughter of Sri/Smt.....Roll No.....
Admission No..... is a bonafide student of this school and studied in
Class..... during the academic year and as per
School records his/her date of birth is

**This is further certified that 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 to/ recognized by.....
vide affiliation/recognition Number

Dated:
Place:

Signature Head of the
Institution/School
(with Stamp and seal)

**(Strike out it if not applicable)

