



**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
HOWRAH – 711 103**

Memo No.184F/2019-20/021

Dated : 16.05.2019

C I R C U L A R

All employees presently drawing salary as per 6th CPC are hereby requested to submit their claim for reimbursement under “Children Education Allowance Scheme” in the prescribed format by **27th May, 2019** to the **Accounts Section (Mahua Bandyopadhyay) between 11.30 a.m. and 5.00 p.m.**

The claim form and detailed norms for reimbursement are available on our website.

Sd/- Alok Kumar Maity
Deputy Registrar (Finance)

Copy forwarded for information and necessary action to :

- 1) All Deans
- 2) All Heads of the Departments
- 3) All Officers
- 4) All Section-in-Charges
- 5) Private Secretary
- 6) Institute Website
- 7) File Copy

- With the request to kindly circulate amongst the employees in his/her department/office/section.

Deputy Registrar (Finance)

**APPLICATION FOR REIMBURSEMENT OF
CHILDREN EDUCATION ALLOWANCE**

I hereby apply for the reimbursement of Children Education Allowance for my child and relevant particulars are furnished below.

1. (a) Name of the Child (in BLOCK LETTERS) : **BOOK NO-**
 (b) Date of Birth :
2. (a) Name and address of the School in which studying :

- (b) Class in which studying :
 3. Details of Children Education Allowance (CEA) claimed for 2018-19:

Academic Year	Amount Claimed

4. (a) Whether the child for whom Children Education Allowance applied is disabled child ? : Yes/No.
 (b) If yes, indicate the nature of disability :
 (c) Indicate the percentage of disability :
 (d) Date of disability Certificate :

5. (a) Details of expenses incurred towards school fee/ for purchase of text books and note books, uniforms & sheets and for which reimbursement of Children Education Allowance now :

Sl. No.	Description of Fee Paid	Receipt No.	Amount
1	Tuition Fees		
2	Admission Fees		
3	Special Fee charged for Agriculture Electronics, music or any other subject		
4	Fee charged for practical work under the programme of work experience		
5	Fee paid for the use of any Aid or Appliance by the child		
6	Games / Sports Fee		
7	Establishment		
8	Special Fees if charge by school		
9	Fee for extra Curricular Activities		
10	Expenses incurred for One set of Text Book and Note Books		
11	Expenses incurred for two sets of Uniform		
12	Expenses incurred for one set of School Shoes		
	Total		

(b) Total Amount of Children Education Allowance Claimed : **Rs.** _____)
 In words (Rupees _____)

6. Details of Cash Receipt No./ Counter Foil of Bank Challan/Credit Voucher No. :
(Please enclose all the originals)
7. Certified that the Fee/Amount indicated above had actually been paid by me.
 - i. Certified that My wife/husband is not a Central Government Servant.
 - ii. Certified that my husband/Wife Shri/Smt. _____ is
presently working as _____ in _____ and he/she will not
apply/has not applied for the Children Education Allowance for the child mentioned above.
8. Certified that I or my wife/husband has not claimed and will not claim the Hostel Subsidy in respect of the child mentioned above.
9. Certified that my child in respect of whom reimbursement of Children Education Allowance applied is studying in the school / junior college which is recognized and affiliated to Board of Education/University approved by the state Govt. / Central Govt.
10. The particulars/information furnished above are complete & 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, received by me. 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.
11. Details of Documents enclosed:

Signature or Employee:

Name:

Designation:

Office:
Phone no.

Employee ID:

Date:

Station:

CHILDREN'S EDUCATION ALLOWANCE (CEA)

TERMS AND CONDITION - IN TERMS OF IEST, SHIBPUR, HOWRAH-3

GENERAL CONDITIONS

Eligibility

6. All Central Govt. servants without any pay limit.
7. State Govt. Servants on deputation to Central Govt.

[Admissible to any one of HUSBAND or WIFE, when both are Central Govt. Employee. If HUSBAND or WIFE is employed outside Central Govt. Services, the assistance is admissible only if spouse is not entitled to the benefit from his/her employer and a declaration to that effect is to be furnished.]

Not Eligible

8. Persons employed on contract, ad hoc, casual and Part-time employees, person paid from contingencies (order-1)
9. For the period treated as dies-non

CLARIFICATION OF TERMS- APPLICABLE TO

- a) CHILD- Employee's child wholly dependent on the Govt. Servant (Includes step/adopted child)

MAXIMUM NO. OF CHILD

2 (Two)- born after 31/12/1987

(If second child birth results in twins or multiple births- assistance shall be admissible to all)

(Also admissible to the first child born after failure of sterilization operation beyond two children)

AGE OF CHILD

- a) 20 years of age or till the time of passing XII class, whichever earlier.
- b) Children with disability, benefits will be applicable to 22 years of age without any minimum age.

[Reimbursement of CEA shall have no nexus with the performance of the child in his class i.e. if a child fails, CEA will not be stopped.]

RECOGNISED SCHOOL

Any school recognized by/affiliated to by Central Boards, State Boards, Madrasa and/or any other Missionaries following/ adhering to any state/Central/UT Board and following the norms & rules thereof.

CLASS (A) Classes "Nursery to XII" includes I to XII, *plus 2 classes* prior to Class I, irrespective of nomenclature.

(B) CEA permissible for initial two years of diploma/certificate from polytechnic/ITI/Engg. After passing 10th standard is reimbursable.

[Subject to condition that the Govt. Servant has not been granted CEA for child/children studies in 11 & 12th Standards.]

FEE AND OTHER ADMISSIBLE REIMBURSEMENT

12. **Fee-** paid directly to the school by parents/guardians for the items as follows:-

Tuition Fee

Laboratory Fee

Special fee charged for Agriculture/Electronics/Music or any other subject.

Fee charged for practical work under work experience.

Fee paid for use of any aid or appliances.

Fee paid as Library Fee, Games/Sports, fee for extra curriculum activities.

Fee charged by the school for teaching through audio/visual tools.

Dev. Fee/ Parents contribution, in lieu of tuition fees. Subject to certification that **Tuition fee** has not been claimed.

NOT ADMISSIBLE -- Fee paid for private tuitions, Fee paid to other institutions/organization other than school for music, dance, drama, karate, drawing etc.

(B) OTHER REIMBURSEMENTS (In an academic year)

(i) One set of Text books.

(ii) One set of Note books (*in relevance with the subjects*).

(iii) 2 Sets of uniform (*irrespective of colour/winter/summer/PT*)

(iv) 1 Set of school shoes (*one pair of shoes*).

(School Bag, pen/pencil and any other stationary items are not allowed)

(C) **COMPULSORY DOCUMENTS TO BE SUBMITTED WITH THE CEA BILL**

- a) Birth Certificate is essential required for those children who are admitted to 2 classes prior to Class I and Class XII.
- b) Book List is essentially required in all cases, failure of which bill will not be entertained.

CLAIM RULES, CEILING AND INCOME TAX BENEFITS:

- (A) Annual ceiling fixed for CEA/per child - Rs. 18,000/-
For children with disabilities CEA will be double - Rs. 36,000/-
- (B) Reimbursement can be claimed
 - i) Full amount subject to ceiling can be claimed in last quarter.

LAST DATE OF SUBMISSION OF THE BILLS - 27/05/2019

- (ii) All reimbursement should be made on the submission of original receipts for the whole year to ensure that the child has not dropped out of the school.

In case of misplacements, duplicate receipts duly authenticated by school authorities required.

INCOME TAX BENEFIT

Minimum (which ever less) of the following is exempted from tax :-

- a) Actual amount received as CEA for each child (Max. of two children).

Compiled as per 'Swamy's handbook for Central Govt. Staff'.