

JAMIA HAMDARD
(Deemed to be University)
Hamdard Nagar, New Delhi 110 062


JH/RO/OO/2024/22
8th June 2024

OFFICE ORDER

Sub.: Regulation of Children Education Allowance (CEA) claims - Guidelines

The matter regarding grant of Children Education Allowance to the employees of Jamia Hamdard has been reviewed by the Competent authority and the following guidelines are prescribed for processing their claim with immediate effect in supersession of any previous instructions/orders/practices in this regard: -

- i. The reimbursement of Children Education Allowance (CEA) shall be made on actual basis subject to a ceiling of Rs. 2250/- (fixed) per month up to 31.12.2023 (in the light of DoPT OM No. A-27012/02/2017-Estt (AL) dated 16/17th July, 2018) and Rs.2812.50 (fixed) per month w.e.f. 01.01.2024 (in the light of DoPT OM No.A-27012/01/2023-Pers.Policy (Allowance) dated 25.04.2024).
- ii. All the CEA claims will be processed or restricted as per above ceiling prescribed and any excess payment made to any of the employees subsequent to the above DoPT OM dated by Finance Division beyond this ceiling for the past period on 7th CPC rates shall be recouped/recovered in 12 equal instalments to avoid hardships.
- iii. CEA can be claimed only once after submission of bills/receipts after the end of that financial year.
- iv. CEA can be claimed only for the two eldest surviving children and subject to other conditions prescribed under the rules/orders of the DoPT.
- v. CEA is admissible in respect of children studying from three classes before class one to 12th standard.
- vi. Children Education Allowance for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College after passing 10th Standard is reimbursable subject to the condition that the employee has not been granted CEA in respect of the child for studies in 11th and 12th Standards.
- vii. In order to claim reimbursement of CEA, the employee should also 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 a certificate cannot be obtained, self-attested copy of the report card along with 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.
- viii. In the case of an employee who ceases to be in service due to retirement, discharge, dismissal or removal from service, Children Education Allowance is payable till the end of academic year by the office in which the employee worked last.
- ix. In the case of death of an employee while in service, the Children Education Allowance is payable till such time the employee would have actually received the same subject to fulfilling of other conditions by the office in which the employee was working prior to death, provided the spouse of that employee is


5/6/2024

employee was working prior to death, provided the spouse of that employee is not employed in the Central/State Government, Autonomous Body, PSU, Semi-Government Organization such as Municipality, Port Trust Authority or any organization partly or fully funded by the Government.

- x. The age-limit for claiming Children Education Allowance for the children other than disabled children is 20 years or till the time of passing XII class, whichever is earlier.
- xi. Children Education Allowance is also admissible for children studying through Correspondence or Distance Learning.
- xii. Fees paid to organizations/ institutions other than schools or private tutors are not reimbursable.
- xiii. In case where the *Divyaang* child is not able to attend school, reimbursement of CEA will be made for availing education / special education at residence, on production of payment receipt by teacher / instructor and self-certification by the employee. In such cases, the benefits will be admissible up to 22 years without any minimum age.
- xiv. For *Divyaang* children, reimbursement will be at double the normal rates.
- xv. In the case of spouse employed/ earning, that employee has to furnish an undertaking that reimbursement of CEA has not been claimed in respect of the child by any person other than the claimant.
- xvi. Reimbursement will be done once a year, after the completion of the financial year.
- xvii. **No hostel subsidy is allowed until a decision is taken by the Finance Committee/Executive Council**

Authority: Approval of the Vice Chancellor dated 23.4.2024 & 28.5.2024.

The matter shall be reported to the Finance Committee and Executive Council at their next meetings.


576/2024
(Dr. M. A. Sikandar)
Registrar

Copy to :

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