

**NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR**  
**ESTABLISHMENT SECTION**

No.Estt.CEA/03/17/ 36246-81

Date: 14/02/25

**CIRCULAR**

In terms of DOPT OM No. A-27012/02/2017 – Estt. (AL) dated 17.07.2018 and OM No. A-27012/01/2023-Pers.Policy(Allowance) dated 25-04-2025, all regular Employees of the Institute shall apply for Children Education Allowance / Hostel Subsidy as per the prescribed proforma (enclosed herewith) on or before 28.02.2025.

2 The amount for reimbursement of Children Education Allowance is ₹ 33,750.00 (i.e. @ ₹ 2,812.50 per month) irrespective of actual expenses incurred by the Employee. In order to claim for Children Education Allowance, the employee 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 studies in the school during the previous academic year. In case such certificate cannot be obtained, self-attested copy of report card or self-attested fee receipts confirming / indicating that the fee deposited for entire academic year can be produced as a supporting document to claim Children Education Allowance. The period / year means academic year.

3 The amount ceiling for Hostel Subsidy is ₹ 8,437.50 per month. 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 employee towards lodging and boarding in the residential complex. In case such certificate cannot be obtained, self-attested copy of report card and original fee receipts / e – receipts which would indicate the amount of expenditure incurred by the employee towards lodging and boarding in the residential complex can be produced for claiming the Hostel Subsidy.

4 The Expenditure on lodging and boarding or the ceiling of INR 6,750.00 as mentioned above whichever is lower shall be paid to the employee as Hostel Subsidy.



**REGISTRAR**

Copy for information and action where necessary to:

1. All Deans / HoDs / Wardens / In charge Sections / In Charge, Librarian / In charge, Health Centre / FIC, Purchase / FIC, T&P / Coordinators with a request to bring the content of the Circular to the employees working under them.
- ✓ 2. The Faculty – in – Charge, Web Services with a requested to upload the same in the institute website
3. All Notice Boards
4. Guard File for record



राष्ट्रीय प्रौद्योगिकी संस्थान सिलचर  
NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR  
सिलचर - 788 010  
SILCHAR - 788 010 (ASSAM)

**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. Employee No.
3. Designation
4. Present / Section Department
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:

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

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

1 <sup>st</sup> Child	2 <sup>nd</sup> Child
<input type="text"/>	<input type="text"/>

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: \_\_\_\_\_
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. 15, 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 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 :

Designation :

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)

**SELF DECLARATION TO BE SUBMITTED BY THE EMPLOYEE OF THIS INSTITUTE**

I \_\_\_\_\_ designation \_\_\_\_\_  
Department / Section \_\_\_\_\_ do hereby certify that my Son / Daughter  
namely \_\_\_\_\_ studied in class \_\_\_\_\_ Section  
\_\_\_\_\_ Roll No. \_\_\_\_\_ during the Academic Year \_\_\_\_\_ in  
\_\_\_\_\_ school.

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

Signature :

Name :

Designation :

Department :  
/ Section

Date :