



# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

*An Institute of National Importance*

(Autonomous institution under MOE, Govt. of India &  
Department of Information Technology & Electronics, Govt. of West Bengal)  
WEBEL IT Park,14, Adivasi Para, Opposite of Kalyani Water Treatment Plant  
Near Buddha Park, Dist. Nadia, P.O. Kalyani - 741235, West Bengal.

## APPLICATION FOR CHILDREN EDUCATION ALLOWANCE (CEA)/ HOSTEL SUBSIDY (HS) (Ref. DoPT OM No. A-27012/02/2017-Estt. (AL) dated 17<sup>th</sup> July 2018)

S. No	PARTICULARS		
01	Name of the Employee		
02	Employee ID		
03	Designation		
04	Department / Section		
05	<b>PARTICULARS OF CHILDREN</b>	<b>CHILD -1</b>	<b>CHILD -2</b>
i)	Name of the Children/Student		
ii)	Date of Birth		
iii)	Class		
iv)	Academic Year		
v)	Name of the School		
vi)	Address of the School		
06	<b>Nature of Claim (Tick whichever is applicable)</b>		
i)	Education Allowance (CEA)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
ii)	Hostel Subsidy <sup>@</sup> ( Pl also mention amount of claim for this column)	Yes <input type="checkbox"/> / No <input type="checkbox"/> Rs.	Yes <input type="checkbox"/> / No <input type="checkbox"/> Rs.
iii)	Divyang Child (if yes, enclose the proof of certificate)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
07	<b>Enclosure(s) for CEA :</b> (a) Bonafide Certificate from Head of the School/Institute <b>or</b> (b) Self-attested final Report card <b>or</b> (c) Self-attested fee receipts	If 6(i) is Yes, pl. tick whoever is applicable <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (a) (b) (c)	If 6(i) is Yes, pl. tick whoever is applicable <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (a) (b) (c)
08	<b>Enclosure(s) for Hostel Subsidy:</b> (a) Bonafide Certificate from school mentioning the amount of expenditure towards lodging and boarding <b>or</b> (b) Self-attested copy of the report card and original fee receipt(s)/e-receipt(s)	If 6(ii) is Yes, pl. tick whoever is applicable <input type="checkbox"/> <input type="checkbox"/> (a) (b)	If 6(ii) is Yes, pl. tick whoever is applicable <input type="checkbox"/> <input type="checkbox"/> (a) (b)

Signature of the Claimant/Employee

@ Applicable only in respect of the Child studying in a residential education institution located at least 50 KM away from the residence of the employee.

**Certified that**

- i. My child/ children in respect of whom re-imbusement of CEA/ Hostel subsidy is claimed, is/are studying in the School/Jr. College which is recognized and affiliated to Board of Education/ University/ Govt. and wholly depended upon me.
- ii. My Husband / spouse is not an employee of Central Govt./State Govt./Autonomous/PSU organization **OR** My spouse is an employee of Central Govt./State Govt./ Autonomous/PSU organization and not claim reimbursement of any Educational expenses in respect of our Children from his/her employer.
- iii. I am claiming the CEA/ Hostel Subsidy in respect of my one / two eldest surviving children only. The same has not been claimed by a person other than me.

I hereby declare that the information furnished above are complete and correct, 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 CEA/Hostel Subsidy, I undertake to intimate the same promptly and also to refund excess payments if any made to 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.

Date:

Place:

**Signature of the Claimant/Employee**

**Name:**

----- **To be submitted to the Establishment Section**-----  
**(Office Use)**

The forwarded application and the names of Child/Children furnished by the employee are duly verified with the records maintained in this section and it is certified that he/she/they is/are the single/eldest two surviving child/children declared by the employee.

Remarks, if any:

**Junior Assistant**

**Assistant Registrar**

----- **To be forwarded to the F&A Section**-----  
**(Office Use)**

**Admissible amount to be reimbursed under CEA : \_\_\_\_\_**

**Admissible amount to be reimbursed under HS : \_\_\_\_\_**

**Total : \_\_\_\_\_**

Remarks, if any:

**Assistant Registrar (Finance)**

**Registrar**

### General Terms and Instruction:

1. The amount fixed for reimbursement of Children Education Allowance will be Rs. 2,812.5/- pm., and Rs. 8437.5/- pm for Hostel Subsidy.
2. The CEA will be double the normal rates for Divyang Children i.e., Rs. 5625/-
3. The reimbursement will be done just once a year, after completion of financial year only.
4. For CEA Employee should produce

A certificate issued by the Head of the Institute for the period/year for which claim has been preferred. The certificate should confirm that the child studied in the School during previous academic year and should bear the registration number of the School.

Or

Self-attested copy of the report card having the particulars of the School

Or

Self-attested fee receipt(s) (including e-receipts(s)) in original for entire academic year having the particulars of the School.

5. The expenditure on boarding and lodging or the ceiling of Rs. 8437.5/-, whichever is lower, shall be paid as Hostel Subsidy and the employee should produce

A certificate from the Head of the Institute confirming that the Child studied in the school in the previous academic year along with the amount of expenditure incurred by the employee towards lodging and boarding in the residential complex.

Or

Self-attested copy of the report card and original fee receipt(s)/e-receipt(s) which should indicate the amount the amount of expenditure incurred towards lodging and boarding in the residential complex for the period.

\*Hostel subsidy is applicable only in respect of the Child studying in a residential education institution located at least 50 KM from the residence of the employee.

6. The CEA and Hostel Subsidy is admissible in respect of Children studying from two classes before class one to 12<sup>th</sup>/10+2 standard or till the child attain the age of 20 years, whichever is earlier. For Divyang Children the upper age limit will be 22 years.
7. The **deadline for submission of application is 15th May of the Year** considering the previous Academic year (e.g., if the A.Y is 2020-21, the deadline for submission will be 15 May 2021).
8. Claim will not be considered in absence of any required document(s)

**Note:** The period/year means – twelve (12) months of complete academic session.