

Children Education Assistance

- 1.1 The Scheme for Children Education Assistance (CEA) is applicable to all regular employees including Govt. servants who are on deputation to the Corporation. The Scheme is not applicable to the persons employed on contract basis, casuals, part-time employees or persons paid from contingencies.
- 1.2 The Scheme is for rendering educational assistance in respect of children of studying in recognised school / college / institution as full time regular students. Exception has been made to cover the children studying in Nursery, Junior KG, LKG, UKG, etc. from un-recognised Institutions.
- 1.3 The scheme shall also cover a mentally / physically challenged child, who is studying in an un-recognized or recognized special school for such children. The Allowance in these cases would be applicable to the category for 'class upto Xth' (as specified below). The employee's claim for Children Education Allowance has to be supported by certificate from Medical Supdt. or CMO of Govt. Hospital, that the child is mentally / physically challenged and needs assistance of special school / centers for his/her development.

Further, Children Education Allowance would also be allowed to a physically challenged child who is pursuing higher education through part time / correspondence courses from any recognized school / college.

- 1.4 The scheme is applicable for the two oldest wholly dependent children, upto the age limit of 30 yrs. and who are unemployed & unmarried. As regards the employees who had joined prior to 1.7.1988, the benefits under the scheme are limited to two children at a time. The benefit is admissible for those who are pursuing studies as full time students.
- 1.5 The scheme provides for the following benefits:
 - ❖ Children's Educational Allowance,
 - ❖ Hostel Subsidy, and
 - ❖ Reimbursement of journey fare for children studying at outstations

a. Children's Educational Allowance:

- 1 The allowance is allowed at the following rates per eligible child:-
 - Upto class Xth – Rs.1000 p.m.
 - Beyond class Xth – Rs.1100 p.m.
- 2 The allowance is payable even when a child is prosecuting studies at a place other than employee's place of posting. It is admissible throughout the academic year including the vacation period.

b. Hostel Subsidy:

The Hostel subsidy is admissible for eligible children at the rate of Rs.1500/- p.m. per eligible child, subject to the following conditions:-

- (i) When an employee has to keep his child in a hostel at a place other than the place of his posting, he is entitled to payment of Hostel Subsidy at the prescribed rate.
- (ii) Hostel subsidy will be allowed in case of a child studying upto 10+2 stage / higher secondary / senior secondary stage, if the employee keeps the child in the hostel of a residential school, at a station away from the place of posting of the employee. The employee in order to claim the hostel subsidy will be required to produce a certificate from the Institute certifying that the child is availing hostel facility from the Institute.
- (iii) The benefit of Hostel Subsidy is also admissible in respect of a child pursuing professional course after 10+2 and who avails Hostel Facility at the same station where the employee is posted or at a place where his family is allowed to be retained, subject to production of certificate from the Head of the Institute that the child is availing hostel facility of the Institution or alternatively he should produce receipt of payment of hostel fee along with his reimbursement claims.
- (iv) Hostel Subsidy is also admissible in such cases where child(ren) who are pursuing professional or non-professional course at a location other than the place of posting of the employee but have to arrange an alternative hired accommodation due to non-availability of hostel facilities.

c. Reimbursement of journey fare for children studying at outstations:

Journey fare for children studying at outstations is reimbursable twice in a calendar year during vacation declared by the institution in which the child is studying. The claim will be restricted to 2nd class rail fare at student's concession rate from the Railway station nearest to the place where the child is studying to the Railway station nearest to the employee's Headquarters, by the shortest route & back. If these stations are not connected by rail, the reimbursement will be restricted to the fare for journey by ordinary bus.

2.0 General conditions

- 2.1 Both consolidated Children Education Allowance and Hostel Subsidy can be drawn in respect of one and the same child i.e. Hostel Subsidy is independent of Children Education Allowance.
- 2.2 The CEA shall be admissible only if the child attends the institution regularly. It will not be admissible for the period of absence from institution without prior leave, if it exceeds one month even if the name remains on the roll.
- 2.3 The assistance shall be admissible to employee while on duty or on leave (including extraordinary leave) or under suspension.

- 2.4 The assistance shall also be admissible for the children who are in receipt of scholarship.
- 2.5 If the employee ceases to be in service in the course of an academic year due to resignation/discharge/dismissal/removal from service, the assistance will be restricted only upto the month in which the employee is separated / released from the service. However, in case of separation because of superannuation or death the assistance will be admissible till the end of the academic year in which the separation takes place.
- 2.6 The benefits of Children Education Allowance, Hostel Subsidy & reimbursement of Journey Fare shall be admissible to the children studying abroad. The journey fare in such cases shall be admissible from the nearest city in India having international airport limited to 2nd class rail fare.
- 2.7 If both husband and wife are IOC employees, assistance will be admissible to one of them only. If the husband or wife is employed outside the IOC, the assistance is admissible only if the spouse is not availing the benefit from his/her employer and a declaration to that effect is furnished by the employee.
