

No.17-31/2016-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(Establishment Division)

Dak Bhawan, Sansad Marg,  
New Delhi - 110001

Dated: 18.09.2019

Office Memorandum

**Subject : Implementation of recommendations of One-Man Committee on introduction of Children Education Facilitation Allowance for Gramin Dak Sevaks (GDS).**

The undersigned is directed to convey the approval of the Competent Authority on recommendations of One-Man Committee on introduction of Children Education Facilitation Allowance for Gramin Dak Sevaks (GDS).

2. Keeping in view the above, it has been decided to issue consolidated instructions on the subject of Children Education Facilitation Allowance as under :-

(i) The reimbursement of Children Education Facilitation Allowance can be claimed only for the two eldest surviving children with the exception that, in case the second child birth results in twin/multiple birth. In case of failure of sterilization operation, the Children Education Facilitation Allowance would be admissible in respect of children born out of the first instance of such failure beyond the usual two children norm.

(ii) The amount of reimbursement of Children Education Facilitation Allowance will be Rs.6000/- per annum (**fixed**) per child. This amount of Rs.6000/- is fixed irrespective of the actual expenses incurred by the GDS. In order to claim reimbursement of Children Education Facilitation Allowance, the GDS 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 studied in the school during the previous academic year. In case such certificate can not be obtained, self-attested copy of the report card or 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 Children



Education Facilitation Allowance. The period/year means academic year i.e. twelve months of complete academic session.

- (iii) Children Education Facilitation Allowance can be claimed in a single form only for the two eldest surviving children with the exception that, in case the second child birth results in twin/multiple birth (Proforma enclosed).
- (iv) In case both the spouses are GDS/Government servant, only one of them can avail reimbursement under Children Education Facilitation Allowance or CEA (in case of Government servant).
- (v) The reimbursement of Children Education Facilitation Allowance will be done just once in a financial year after completion of the financial year.
- (vi) The reimbursement of Children Education Facilitation Allowance shall have no nexus with the performance of the child in his/her class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Facilitation Allowance shall not be stopped. However, if the child is admitted in the same class in another school, although the child has passed out of the same class in previous school or mid- session, Children Education Facilitation Allowance shall not be reimbursable.
- (vii) If a GDS dies while in service, the Children Education Facilitation Allowance shall be admissible in respect of his/her children subject to observance of other conditions for its grant provided the wife/husband of the deceased is not engaged as GDS or not employed in service of the Central Govt., State Government, Autonomous body, PSU, Semi Government Organization such as Municipality, Port Trust Authority or any other organization partly or fully funded by the Central Govt./State Governments. In such cases the Children Education Facilitation Allowance shall be payable to the children till such time the GDS would have actually received the same, subject to the condition that other terms and conditions are fulfilled. The payment shall be made by the office in which the GDS was working prior to his death and will be regulated by the other conditions, laid down in this OM.
- (viii) In case of discharge, dismissal or removal from engagement, Children Education Facilitation Allowance shall be admissible till the end of the academic year in which the GDS ceases to be in engagement due to discharge, dismissal or removal from engagement in the course of an academic year. The



payment shall be made by the office in which the GDS worked prior to these events and will be regulated by the other conditions laid down in this OM.

(ix) The upper age limit for Divyaang children has been set at 22 years. In the case of other children the age limit will be 20 years or till the time of passing 12th class whichever is earlier. There shall be no minimum age.

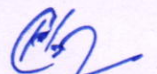
(x) Reimbursement of Children Education Facilitation Allowance shall be applicable for children from class nursery to twelfth, including classes eleventh and twelfth held by the junior Colleges or school affiliated to Universities or Boards of Education.

(xi) Children Education Facilitation Allowance is allowed in case of children studying through "Correspondence or Distance Learning" subject to other conditions laid down in this OM.

(xii) The Children Education Facilitation Allowance is admissible in respect of children studying from two classes before class one to 12<sup>th</sup> standard and also for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College, if the child pursues the course after passing 10<sup>th</sup> standard and the GDS has not been granted Children Education Facilitation Allowance in respect of the child for studies in 11<sup>th</sup> and 12<sup>th</sup> standards.

(xiii) In respect of schools/institutions at nursery, primary and middle level not affiliated to any Board of education, the reimbursement under the Scheme may be allowed for the children studying in a recognized school/institution. Recognized school/institution in this regard means a Government school or any education institution whether in receipt of Govt. Aid or not, recognized by the Central or State Government or Union Territory Administration or by University or a recognized educational authority having jurisdiction over the area where the institution/school is situated.

(xiv) In case of a Divyaang child studying in an institution i.e. aided or approved by the Central/State Govt. or UT Administration or whose fees are approved by any of these authorities, the Children Education Facilitation Allowance paid by the GDS shall be reimbursed irrespective of whether the institution is 'recognized' or not. In such cases the benefits will be admissible till the child attains the age of 22 years.



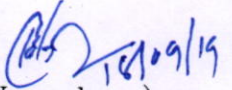


(xv) The Children Education Facilitation Allowance shall be admissible to a GDS while he/she is on duty or is under put off duty or is on leave. Provided that during any period which is treated as 'non counted for duty', the GDS shall not be eligible for the Children Education Facilitation Allowance for that period.

3. These above instructions would come into effect from 1<sup>st</sup> October, 2019. For the current financial year, GDS shall be eligible for CEFA @ Rs.3000/- per child.

4. This issues in consultation with Department of Personnel and Training vide their ID No DoP&T I.D.No. A-27012/02/2018-Estt. (AL) dated 05.09.2018 & Department of Expenditure, Ministry of Finance, ID Note No.7-31/2016-E.III(A) dated 06.09.2019/eFTS 1170513/2019.

5. Hindi version will follow.

  
(S.B.Vyavahare)

Assistant Director General (GDS/PCC)

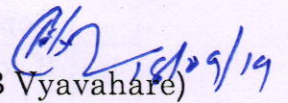
Tel. No. 011-23096629

Email-adggds@indiapost.gov.in



Copy forwarded to:-

1. PS to Minister of Communications / Minister of State for Communications.
2. Sr.PPS to Secretary )Posts/(Sr.PPS to Director General Postal Services
3. PPS/PS to Addl. DG )Co-ordination/(Member)Banking( / Member )O/(Member)P/(Member)Planning & HRD/(Member )PLI( / Member )Tech(
4. Additional Secretary & Financial Adviser
5. All Chief Postmasters General / Postmasters General
6. Chief General Manager, BD Directorate/Parcel Directorate/PLI Directorate
7. Director, RAKNPA/GM, CEPT/Directors of All PTCs
8. Addl. Director General, Army Postal Service, R.K.Puram, New Delhi
9. Sr. Deputy Director General (Vigilance) & CVO/Sr. Deputy Director General (PAF)
10. Director General P&T (Audit), Civil Lines, New Delhi
11. Director General, NICF, Ghitorni, New Delhi
12. All Deputy Directors General
13. All General Managers (Finance) / Directors Postal Accounts / DDAP
14. All recognized Federations /Unions /Associations
15. GM, CEPT for uploading the orders on the India Post web site
16. Hindi Section, Dak Bhawan New Delhi:- for translation of OM.
17. Guard File
18. Spare copies.

  
(SB Vyavahare)

Assistant Director General (GDS/PCC)

Tele No. 011-23096629

Email-adggds@indiapost.gov.in



**PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION  
FACILITATION ALLOWANCE**

**CLAIM FOR THE FINANCIAL YEAR: -**

I hereby apply for the reimbursement of Children Education Facilitation Allowance for my child/children and relevant particulars are furnished below:-

1.	Name of the Employee	:	
2.	Employee Code/UID	:	
3.	Category/Post	:	
4.	Office		
5.	Residential Address of the Employee	:	
6.	Name of Spouse	:	
7.	If spouse is employed, State whether in Central Government, State Government, Public Sector Undertaking. (Give Details)	:	
8.	Designation, Office & Employee code Number of spouse , if spouse is employed in Department of Posts.	:	
9.	Intimate as to whether Reimbursement of CEFA/CEA/Hostel Subsidy is admissible in the Department in which the spouse is working		
10.	If so, whether Joint Declaration for not claiming the amount from that Department is submitted.		

11. Details of all the children of the Gramin Dak Sevaks:

Sl. No.	Sequence	Name of the Child	Date of Birth	Age
1.	1 <sup>st</sup> Child			
2.	2 <sup>nd</sup> Child			
3.	3 <sup>rd</sup> Child			

12. Details of the children for whom CEFA is claimed:

Sl. No.	Sequence	Name	DOB	Age
1.				
2.				
3.				



13. Academic year, Name of School/Residential School and Class in which children studied:

Details	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child
Name of the Child			
Name of School/residential School and address			
Class in which the child studied in last year			

14. Academic year for which CEFA is applied for now.

15. (a) Whether the child for whom the CEFA is applied for is a disabled child :

(b) If yes, indicate the nature of disability:

(c) Date of disability certificate.

(d) Indicate the percentage of disability:

16. Whether the Bonafide certificate from Head of Institution is attached :

**Certified that:-**

1. The fee/amount had actually been paid by me.
2. My wife/husband is/is not a GDS/Central Government/ State Government Servant / PSU employee and he/she has not preferred any such claim in respect of the child/children for whom reimbursement of CEFA/CEA is claimed.
4. Certified that my child in respect of whom reimbursement of Children Education Facilitation Allowance is applied is studying in the School/Jr. College, which is recognized and affiliated to Board of Education/University.
5. The above information furnished by me are complete and correct to the best of my knowledge and in the event of any change in the particulars given above which affect my eligibility for reimbursement of Children Education Facilitation 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.

Station:-

Signature:\_\_\_\_\_

Date:-



Office Use

Information furnished by the official in col 1 to 11 are verified and found correct.

Date:

Signature of DDO



**BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL**

This is to certify that Master/Baby/Mr./Miss .....(Roll no)..... Admission No..... son/Daughter of Sri/Smt..... is a bonafide student of this school and student studied in Class..... during the financial year ..... and as per School records his/her date of birth is .....(in numerals) .....(In words)

This is further to certify that the above named child had studied in this school in the previous academic year.....

He/She bears a good moral character, attending the school regularly and did not absented himself/herself for more than a month, without proper leave, during the academic year.

This Institution/School is affiliated/Recognized by the ..... and the Affiliation/Recognition Number.....is in currency.

Station

Signature Head of the Institution/School with Designation Stamp

Dated:

\*\*\* (Strike out it is not applicable)