



2296037

**PAY BILL SECTION(NG)**

No. Pay bills /2024-25

Date: **24 APR 2024**

**CIRCULAR**

Sub: Children Education Allowance & Hostel Subsidy for the year  
2023-24 - Application called for – Reg.

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It is hereby notified that Online Application form for Re-imburement of Children Education Allowance (C.E.A.) & Hostel Subsidy for the Academic year 2023-24 and it is also stated that this institute has communicated for claiming Children Education Allowance (CEA) is as under:

1. The CEA and Hostel subsidy is admissible in respect of children studying from **three classes before class one** to 12th Standard (irrespective of nomenclature of class) and also for the initial two year of a diploma/certificate course after passing 10th standard and the Government servant has not been granted CEA/hostel subsidy in respect of the child for studies in 11th and 12th standards.
2. The Department of Personnel & Training has granted one time relaxation for Reimbursement of CEA/Hostel subsidy to those Government employees whose children have to repeat one additional class due to implementation of NEP 2020". This will come in to effect from the academic year 2023-24 onwards".
3. The amount fixed for reimbursement of CEA will be 2,250/- per month upto 31.12.2023 and the new rate of Rs. 2,813/- per month is implemented w.e.f. 01.01.2024.
4. The reimbursement of CEA for Divyaag Children of this institute employees' shall be payable at double the normal rates.
5. The reimbursement will be done once in a year only i.e. **after completion of the financial year.**
6. For hostel subsidy, a similar certificate from the head of institution with additional information regarding amount of expenditure incurred by the government servant towards lodging and boarding in the residential complex is to be mentioned so that the amount of expenditure made or the ceiling of Rs.6,750/- per month upto 31.12.2023 and the new rate of Rs.8438 is implemented w.e.f. 01.01.2024. Whichever is lower shall be paid to the employees.
7. Hostel Subsidy is applicable only if the child is studying in a Hostel located at least 50 kilometers away from the resident of the employees.
8. The CEA and Hostel Subsidy can be claimed concurrently.

9. **The Re-imburement of CEA & Hostel subsidy is admissible only for children studied in a recognized school,** for the two eldest surviving children, submission of the following Certificates.

- i). Those who are submitting claim for the first child/second child for the first time, attested copy of birth certificate of the child is to be enclosed along with the application form.
- ii). Self-Declaration form of the applicant.
- iii). Study Certificate of the children(s) issued by the respective Head of the Institution for the academic year 2023- 2024
- iv). In case if study certificate cannot 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 (2023-24) can be produced as a supporting document to claim CEA.
- v). In order to claim Hostel Subsidy for an academic year 2023-24 a similar certificate from the Head of the Institution has to be furnished with details of expenditure on boarding and lodging. (Hostel should be at least 50km from the residence of the Applicant).
- vi). If the both the spouses are Government employee, the applicant should declare his/her spouse has not claimed the allowance, and will be liable to be taken disciplinary action if it is found to be false at later date.
- vii). Claims shall be admissible only for the children whose names are included in the service book of the employees' official records, before submitting the application for reimbursement of Children Education Allowance & Hostel Subsidy, every employee should ensure that his/her children name included in the service book record or else such claims shall not be processed.

10. **All the eligible employees of JIPMER who are willing to apply Children Education Allowance & Hostel Subsidy for the Academic year 2023-24 have to login into the following JIPMER Internal website and apply the same, Link <https://eadmin.jipmer.edu.in>**

- a). In the Internal Site, Login into Children Education Allowance Application using JIPMER email id (emp\_id@jipmer.ac.in).
- b). Step by Step procedure to fill the CEA Application form is explained in the manual enclosed herewith Annexure
- c). If user finds any discrepancy in the CEA application or for any suggestions, mail can be sent to ais@jipmer.ac.in with the Employee Number, brief description of the problem occurred.

**The last date for submitting the claim on or before 31/08/2024. The application(s) received after the due date will not be considered for any reason.**

This is issued with the approval of the Director.

  
(HAWA SINGH)  
**SENIOR ACCOUNTS OFFICER**  
Senior Accounts Officer  
JIPMER, Puducherry.

To

All the Heads of Department/ Sections/ Units of JIPMER. – for circulation amongst their staff members.

Copy to

1. P.S. to Director / M.S. / Dean (Academic/Research) / DD(A) / Dean (Karaikal)
2. P.A. to S.A.O./Sr. ACO/Accounts Officer/ Welfare Officer / Law Officer
3. The Officer In-Charge of IT Wing – Request to upload in JIPMER Website.

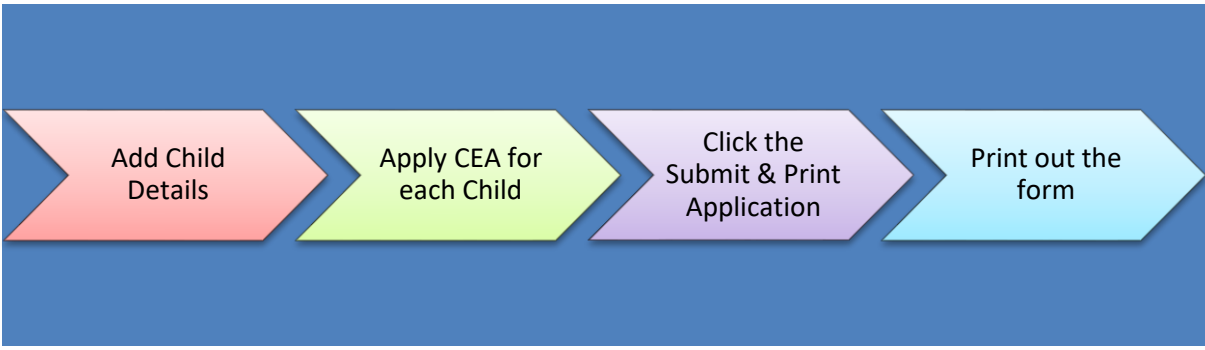
## MANUAL FOR SUBMITTING CHILDREN EDUCATION ALLOWANCE

### IMPORTANT POINTS TO NOTE

1. The flow of the Children Education Allowance has been changed from last year (2022-2023).
2. This manual will walk you through the flow thoroughly. It is requested to give a complete read.
3. Whenever you add the details about your Child & their Academic Details, utmost care & attention is requested. As the details once added cannot be edited after the Final Submit.

### Abstract

1. The Children Education Allowance can be accessed from the link [eadmin.jipmer.edu.in](http://eadmin.jipmer.edu.in)
2. The link can be accessed with the Official Google e-mail id. (i.e. [empid@jipmer.ac.in](mailto:empid@jipmer.ac.in)).
3. On login, the employee can find a "Self Service" Menu and it has to be clicked.
4. A page will be displayed various sub-menus along with "Children Education Allowance"
5. Once the new page is displayed, 1<sup>st</sup> step to an employee is to verify their child details under "Child Settings"->"View Child". If they cannot find the child details under the view child, employee can add their Child Details on their own from "Child Settings"->"Add Child" option.
6. After adding or viewing the child details, employee can click on "Home"->"To Apply"
7. Child name, which the employee had added from the Step 5, will be displayed in the dropdown. Other details with respect the details have been filled out.
8. Repeat Step 7 for all children eligible for the Children Education Allowance.
9. From "History" tab, employee can view the list of child for whom the details have been submitted. Status of each Child will be mentioned as "Active". If you wish to change the details of the child, it can be done from here by clicking the "Edit" button.
10. After ensuring that details for all the children have been filled, employee can click on "Home"->"Submit & Print Application". Once, the button is clicked PDF Application will be generated and No Changes will be allowed thereafter and submission is final.



PROCESS DIAGRAM

## DETAILS STEPS ON CLAIMING CHILDREN EDUCATION ALLOWANCE

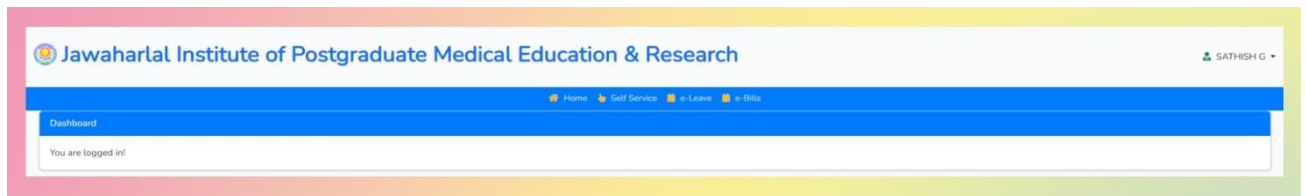
(The portal [eadmin.jipmer.edu.in](http://eadmin.jipmer.edu.in) is accessible only within the network of JIPMER)

FOR EMPLOYEES:

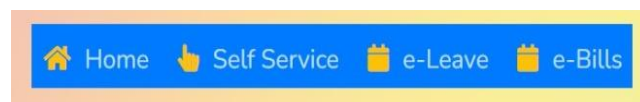
1. Visit the portal [eadmin.jipmer.edu.in](http://eadmin.jipmer.edu.in)



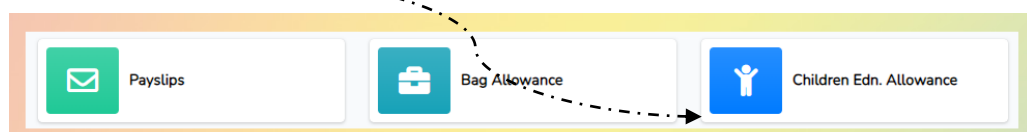
2. Click on the “Sign in using Google” button.
3. You will be redirected to the Gmail Login Page. Enter the mail id provided by JIPMER i.e. [your\\_employee\\_id@jipmer.ac.in](mailto:your_employee_id@jipmer.ac.in) and [password](#) to login to the [eadmin.jipmer.edu.in](http://eadmin.jipmer.edu.in) portal.
4. The Logged in portal looks like below image.



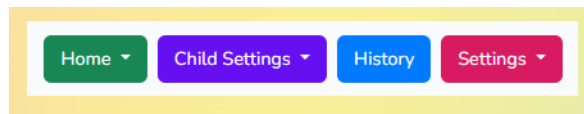
5. Click the “Self Service” from the menu.



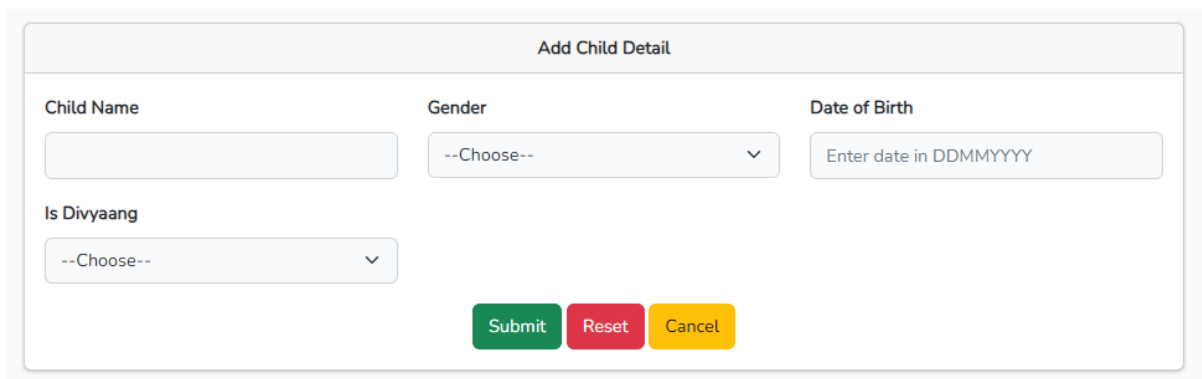
6. Click the “Children Edn. Allowance” tile



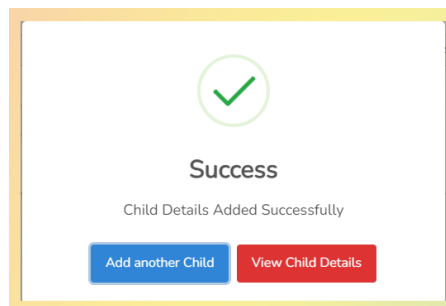
7. On the new page displayed, there will four buttons on the right top of the page as seen below. Each button has its own functionalities.



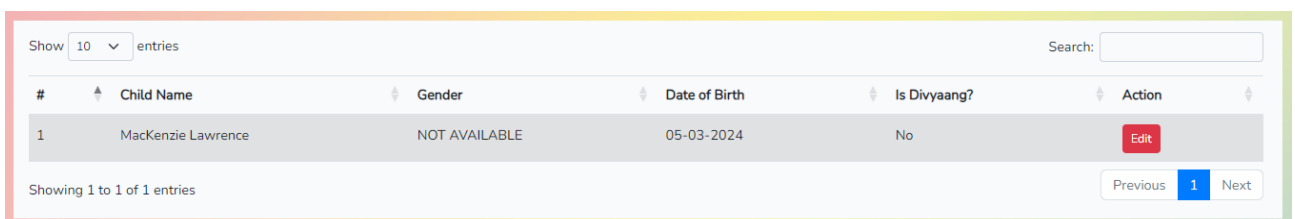
8. On claiming CEA, the very first step is to add Child Details into this. It can be done by "Child Settings"->"Add Child". A screen will be displayed as below. Fill the required details and click "Submit"

A form titled "Add Child Detail" with the following fields: "Child Name" (text input), "Gender" (dropdown menu with "--Choose--"), "Date of Birth" (text input with placeholder "Enter date in DDMMYYYY"), and "Is Divyaang" (dropdown menu with "--Choose--"). At the bottom are three buttons: "Submit" (green), "Reset" (red), and "Cancel" (yellow).

9. On successful addition, an alert box will be opened as below. You can view the child details which you had added or you can proceed to add another child details by repeating Step 8



10. By click the "View Child Details", a page will displayed as below. The same can be accessed by "Child Settings"->"View Child"



#	Child Name	Gender	Date of Birth	Is Divyaang?	Action
1	MacKenzie Lawrence	NOT AVAILABLE	05-03-2024	No	<a href="#">Edit</a>

Showing 1 to 1 of 1 entries

Previous **1** Next

11. After ensuring that you have added the details of the child, you can proceed to apply for CEA for each child. Go to "Home"->"To Apply". A page will be displayed as below. All the Children names which were added by the previous steps will be displayed as Drop Down under Child Name. Take utmost attention & Fill in the details shown in the form and click "Submit".

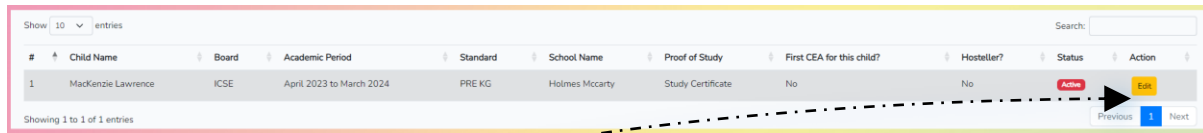
The screenshot shows a web form titled "Apply for Children Education Allowance". It contains several input fields and radio buttons. At the top, there are four dropdown menus labeled "Child Name", "Board", "Academic Period", and "Standard", each with "--Choose--" as a placeholder. Below these is a text input field for "School Name". Under the heading "Proof of Studying", there are two radio buttons: "Study Certificate" and "Equivalent Document". Below that, there are two radio buttons for the question "Are you claiming Children Education Allowance for first time?": "Yes" and "No". At the bottom, there are two radio buttons for "Is the child staying in hostel?": "Yes" and "No". At the very bottom of the form are three buttons: "Submit" (green), "Reset" (red), and "Cancel" (yellow).

12. If there is no error, an alert box will be displayed as below with two options. "Add another Application" & "View History Details"

This screenshot shows the same form as in the previous image, but with a success alert box overlaid in the center. The alert box has a green checkmark icon and the word "Success" in bold. Below the icon, it says "Your Application has been submitted successfully. You can Edit/Print in History Tab". At the bottom of the alert box are two buttons: "Add another Application" (blue) and "View History Details" (red). The background form is dimmed, showing that the "Child Name" dropdown is now populated with "MacKenzie Lawrence", the "Board" dropdown with "ICSE", and the "Standard" dropdown with "PRE KG". The "School Name" field contains "Holmes Mccarty". The "Proof of Studying" section has "Study Certificate" selected. The "Are you claiming Children Education Allowance for first time?" section has "No" selected. The "Is the child staying in hostel?" section has "No" selected. The "Submit", "Reset", and "Cancel" buttons are still visible at the bottom.

13. If you have more than one child to claim CEA, you can click on "Add another Application" and repeat the Step 11.

14. Once you had filled each application for each child, by the said above steps, you can click the “History” and view the submission made against all the children. The displayed screen will be shown as below. The status of each submission shown as **Active**

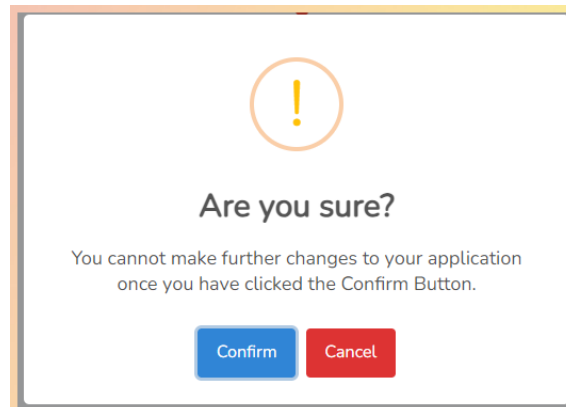


#	Child Name	Board	Academic Period	Standard	School Name	Proof of Study	First CEA for this child?	Hosteller?	Status	Action
1	MacKenzie Lawrence	ICSE	April 2023 to March 2024	PRE KG	Holmes Mccarty	Study Certificate	No	No	Active	Edit

Showing 1 to 1 of 1 entries

15. In case if any of the CEA application which has been submitted needs an change, “Edit” can be clicked. This will be last place to make any edit related to CEA application.

16. Once all the academic details of the children are entered and ensured, the final consolidated application can be submitted and PDF can be generated. To do this, go to “Home”->“Submit & Print Application”. On clicking the Submit button alert will be displayed as shown below.



17. Once, the button is clicked PDF Application will be generated and No Changes will be allowed thereafter and submission is final.

18. The status of the CEA can be checked from the “**HISTORY**” button available here. The status will be changed accordingly based on the actions of Pay Bills Section



## For Queries

