//Non-Serial Circular No. 08/2026//

South Central Railway

Headquarters Office,
Personnel Department,
Secunderabad.

No. P[R] 249/IV

Dt. 31.03.2026.

PFA/SC
Sr.DPO/SC, HYB, NED, GNT, GTL & BZA
WPO/LGDS, GTPL & TPYS

Sub: Submission fake documents for claiming Hostel Subsidy – System Improvement - reg.

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Attention is invited to Master Circular No.17 on the above subject issued in the year 2019, wherein as per Para 2(e) "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 Government servant towards lodging and boarding in the residential complex. In case such certificate cannot be obtained, self-attested copy of the report card and original fee receipt(s)/e-receipt(s) which should indicate the amount of expenditure incurred by the Government servant towards lodging and boarding in the residential complex can be produced for claiming Hostel Subsidy. The expenditure on boarding and lodging or the ceiling of Rs.6750/- p.m whichever is lower, shall be paid to the employee as Hostel Subsidy". Subsequently, Hostel Subsidy has been revised to Rs.8437.50/- per month (fixed) irrespective of actual expenses incurred by the Government employee, w.e.f 01.01.2024 vide Railway Board's RBE No.40/2024.

During the preventive checks conducted by Vigilance Department in many Divisions/Units, it was observed that the employees have submitted fake bonafide certificates and fee receipts for claiming hostel subsidy in favour of their wards, though their wards are not studying in that particular Institution. It was also noticed that the concerned dealers in both Personnel and Accounts departments are not keeping the data and copies of the supporting documents submitted by the employees after passing the Hostel subsidy claims, which is making it very difficult to cross verify at a later stage. Hostel subsidy claims are passed without adhering to the extant instructions issued by Railway Board from time to time.

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In order to eradicate this irregularity, the following procedure is to be adopted henceforth:

(i) a physical register is to be maintained by the Bill Drawing Officer month-wise as well as Academic year-wise with a column' that 'whether the employee submitted all the relevant documents submitted in original' or otherwise and the documents received will be preserved by the Section in-charge in a proper custody so that these documents can be produced to the verifying authorites at any point of time. Bill drawing officers also conduct random check so that irregularities, if any, can be detected with in a short span of time.

(ii) the details of the ward for whom CEA/Hostel subsidy is claimed should be verified from the family declaration of the employee submitted in Pass section.

Besides the above, the following course of action is also advised based on the recommendations of the Vigilance Department:

a) To review all the hostel subsidy claims passed during the last three years (2022-23, 2023-24, 2024-25) and cause enquiry into the genuineness of the fee receipts submitted by the Employees, by deputing staff to the concerned educational institutions. This process should be completed **on or before 30.06.2026 certain.** Results of the review may be intimated to this office without fail.

b) In case, if it is found that the documents are not genuine, necessary action shall be taken to recover the hostel subsidies allowed besides taking up the erring employees under RS (D&A) Rules, 1968.

A proforma designed based on the extant instructions for claiming Children Education Allowance/Hostel Subsidy along with the bonafide certificate to be obtained from the Educational Institution is sent herewith for strict adherence of the same for verifying the claims of the railway employees.

This issues with the approval of the competent authority.

Encl: As above.

31/3/2026

(B.Venkata Subbaiah)
APO/Cadre
For Principal Chief Personnel Officer

Copy to APO/Bills/HQ for information and necessary action.

Annexure 'A' 211

PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE/HOSTEL SUBSIDY IN TERMS OF RBE No. 147/2017

CLAIM FOR THE FINANCIAL YEAR: - 2024 - 2025

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 (CAPITAL LETTERS)	
2.	P.F. No./Employee No.	
3.	Designation	
4.	Office & Bill Unit No.	
5.	Name of Spouse	
6.	If spouse is employed, State whether in Central Govt., PSU, State Govt. (give details)	
7.	Designation, Office & B.U. No. of spouse, if spouse is employed in Railway:	

Details of the eldest children for whom CEA/Hostel subsidy claimed:

Sl. No.	Particulars of Child	1st Child	2nd Child
1.	Name		
2.	Date of Birth		
3.	Class studied during FY 2024 – 2025		
4.	Name of the School/ College with address		
5.	Nature of Claim (Tick (✓) whichever is applicable)	☐ Educational Allowance ☐ Hostel Subsidy ☐ Disabled Child	☐ Educational Allowance ☐ Hostel Subsidy ☐ Disabled Child
6.	Amount Claimed		

1. Distance of Hostel of child from residence of employee (in case Hostel Subsidy is claimed) _____
2. Whether the child for whom the CEA is applied for is a disabled child: YES/NO _____
3. If yes, indicate the nature of disability with %: _____
4. Date of disability certificate._____
5. Certified that my child in respect of whom the Children Education Allowance is claimed is studying in the School/College **which is recognized and affiliated to Board of Education/University.**

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6. I hereby declare that 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 CEA/Hostel Subsidy, 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:

Design & Station

Working Under:

Date:

Certified that the details of the employee have been verified with the family composition details of the claimant from the official record/register and found correct.

Forwarded to Sr. DPO/[illegible] for necessary action.

Signature of forwarding official
With office seal and stamp

List of documents to be enclosed:

1. CEA/Hostel subsidy application filled in all respect.
2. Bonafide certificate from the School/College (Annexure 'B')
3. Copy of Family Declaration Details duly certified by the supervisory official.

Annexure 'B'

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 studied in Class..... during the financial year ..... and as per School records his/her date of birth is ..... in words .....

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

He / She bears a good moral character.

** During the year Master/Baby/Mr./Miss..... had resided in the residential complex (Hostel) of the school and paid an amount of Rs..... toward boarding and lodging in the residential complex.

This Institution/School is affiliated recognized by ..... and the affiliation/recognition Number is.....

Dated:
Place:

Signature Head of the
Institution/School
(with Stamp and seal)

**(Strike out it is not applicable)