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## MASTER CIRCULAR

### Master Circular No. 17

#### Assistance to Railway Employees for Education of their Children.

The Ministry of Railways (Railway Board) have decided to issue a consolidated Master Circular based on the instructions/ orders issued from time to time on the subject of "Educational Assistance " to the children of Railway employees as below for the information and guidance of all concerned.

#### 2. Children Educational Assistance, Reimbursement of Tuition Fee and Hostel Subsidy.

Applicable on:

1. These orders shall apply to Railway servants including those on deputation to the Railways whose pay is debitable to Railway Revenues but shall not apply to
  - a. Civil servants;
  - b. Persons in casual or daily rated or ad-hoc or part time employment;
  - c. Persons paid from contingencies;
  - d. Persons employed on contract except where the contract provided otherwise, and
  - e. India based Railway staff serving in Missions abroad and receiving educational assistance under the Indian Foreign Service (Pay, Leave, Compensatory Allowance s and other conditions of Service) Rules, 1961.
2. These orders shall also apply to Railway Servants on deputation to State Governments or on foreign service, provided necessary provision in regard to the drawal of educational assistance under these orders from such State Government or foreign employers is expressly made in the terms of deputation or foreign service.

#### 3. Definitions:

In these orders, unless the context otherwise require:-

- a. 'Child' means a child of a Railway servant and includes a step-child and an adopted child, who is wholly dependent on the Government servant;
- b. 'Railway' means the Zonal Railway Administrations on open lines, Production Units including other organisations set up directly under the administrative control of the Ministry of Railways (Railway Board);
- c. 'Head of Office' means a gazetted officer declared as such under rule 4 of the Delegation of Financial powers Rules, 1978 and include such other authority or person whom the competent authority may, by order, specify as Head of Office;
- d. 'Higher Secondary or senior Secondary Classes' mean classes XI and XII and include classes Upto the equivalent of XII class under the 10+2+3 scheme like Pre-university class or the first year class of an Intermediate College, a technical College, or a Polytechnic provided the child has passed the Secondary or equivalent but not the Higher Secondary Examination before joining such class.
- e. 'Primary Classes' mean classes I to V but does not include kindergarten of nursery classes.
- f. 'Recognised School' mean a Government School or any educational institution whether in receipt of Government aid or not, recognised by the Central or State Government or Union Territory Administration or by a University or a recognised educational authority having jurisdiction over the area where the institution is situated. For the purpose of these orders education upto the senior level shall be treated as school education;
- g. 'Secondary classes' mean classes VI to X.
- h. 'Tuition Fee' means tuition fee payable and actually paid, and includes:-
  - i. Science fee,
  - ii. Laboratory fee, in case science fee is not separately charged;
  - iii. Special fee charged for agriculture as an elective additional subject; and
  - iv. any fee charged for subjects like music which are taught as part of the regular school curriculum or subject requiring practical work under the programme of work experience;

Provided that if tuition fee charged from a Science student is higher than that charged from a non-science student, science fee, though separately charged, shall not be included in tuition fee for the purposes of these orders.

Explanation. 'Tuition fee' does not, however, include: -

- i. Domestic science fund charges;
- ii. Library fee;
- iii. Games fee;
- iv. Admission fee; and
- v. Extra curricular activity fee.

#### 4. GENERAL CONDITIONS OF ELIGIBILITY

##### 4.1

1. Subject to the provisions of orders 11 to 24, all Railway servants who were eligible to draw educational allowance, reimbursement of tuition fee and Hostel Subsidy as per criteria and upper pay limit in force prior to 01.01.1986 will be eligible for these benefits at new rates w.e.f. 01.10.1986. These concessions will also apply to all Railway employees without any pay limit from 01.12.1987.

( No. [PC-IV/86/Imp/AL-2 dated 14/01/1988](#) (RBE 10/1988))

2. Provided that the assistance will be admissible only if the children of the Railway servant study in a recognised school.

(No. [E\(W\)84 ED 1-1 dated 14/09/1990](#) (RBE 155/1990))

##### 4.2

1. In case both wife and husband are Railway servants and are governed by the provisions of these orders, the children's educational allowance or reimbursement of tuition fee or hostel subsidy as the case may be shall be admissible to one of them only.
2. In case the wife or husband of a Railway servant is employed outside the Railways, the Railway servant shall be eligible to draw the allowance or reimbursement or subsidy under these orders, only if his/her spouse is not entitled to the benefit of any such allowance or reimbursement of subsidy from his/her employer and a declaration of to that effect shall be obtained from the Government servant.

##### 4.3

1. The children's educational allowance or the reimbursement of tuition fees or hostel subsidy shall be admissible to a Railway servant while he/she is on duty or is under suspension or is on leave (including extra ordinary leave).

Provided that during any period which is treated as 'dies non' the Railway servant shall not be eligible for the allowance/reimbursement/subsidy for the period.

2. If a Railway servant dies or ceases to be in service by reason of retirement, resignation, discharge, dismissal or removal from service in the course of an academic year, the allowance or reimbursement or hostel subsidy shall be admissible till the end of the academic year in which the event takes place

4.4 The concession of Children Educational Assistance, reimbursement of tuition fee and Hostel subsidy shall be admissible in respect of the child upto the end of the academic session even if he completes 20 years (18 years in case of children educational assistance scheme administered by Ministry of External Affairs) half way during the academic session. A Railway servant shall not be eligible to draw children education allowance, reimbursement of tuition fee or Hostel Subsidy for a child for more than 2 academic years in the same class.

[No. [E\(W\)84 ED 1-1 dated 07/02/1990](#) (RBE 23/1990)]

4.5 Assistance in these orders shall be admissible to the Railway servant in respect of not more than 3 children at any time, born upto 31.12.1987 and shall be restricted to 2 children at any time, born thereafter;

Provided that where a Rly. Servant claims Children's Educational Assistance in respect of some of his Children and Hostel Subsidy in respect of other children, the total number of Children in respect of whom the allowance or subsidy is drawn shall not exceed three children born upto 31.12.1987 and two children born thereafter."

[No. [E\(W\)84 ED 1-1 dated 14/09/1990](#) (RBE 155/1990)]

4.6 The children's educational allowance, reimbursement of tuition fee or hostel subsidy, as the case may be, shall be admissible to a Railway servant in respect of a child only if the child attends the school regularly.

Provided that no such allowance, reimbursement or subsidy shall be admissible in any case where the period of absence from the school without proper leave exceeds one month notwithstanding that the name of the child remains on the rolls of the school.

#### 4.7

- i. The children's educational allowance, reimbursement of tuition fee, or hostel subsidy, as the case may be, shall be admissible to a Railway servant in respect of his children regardless of the fact that any scholarship is received provided that if free ship is awarded, reimbursement of tuition fee/hostel subsidy shall be admissible only to the extent of fees actually paid;
- ii. Children's Educational Allowance/ Hostel subsidy: Where the children do not accompany the Railway employees on transfer to N. E. Region, Children Educational allowance upto Class XII will be admissible in respect of children studying at the last station of posting of the employee concerned or any other station where the children reside without any restriction of pay drawn. If children studying in schools are put in hostels at the previous station of posting or any other station, the Railway employee concerned will be eligible for hostel subsidy without other restrictions.

(No. [E\(G\)83 AL 12/8 dated 06/02/1984](#))

### CHILDREN'S EDUCATIONAL ALLOWANCE

#### 5.1

- i.
  - a. A Railway servant is eligible to draw children's educational allowance when he is compelled to send his child to a school away from the station at which he is posted and/or residing owing to the absence of a school of the requisite standard at that station.
  - b. However, where the children do not accompany the railway servant to North Eastern Region comprising the States of Assam, Meghalaya, Manipur, Nagaland Tripura, Arunachal Pradesh and Mizoram, Children Educational Allowance upto Class XII at the prescribed rate will be admissible in respect of children studying at the last station of posting of the employees concerned or any other station where the children reside.

Explanation: Notwithstanding clause 11 (I), Children Educational Allowance shall be admissible w.e.f. 01.05.1989 to a Railway servant who on transfer from one station to another, is compelled to keep his child/children studying in final year of Secondary/ Higher Secondary/ Senior Secondary Classes at old station for Board examination in the interest of continuity of studies.

For the purpose of this order, the following schools shall not be deemed to be schools of the requisite standard: -

- a. in so far as an Angle Indian child is concerned, a school not run by the Anglo Indian Community or a school not affiliated to the Council for Indian School Certificate Examination of the Indian Council of Secondary Education.
- b. A School run by a body of certain, religious persuasion which the child is prevented by the tenets of his religious persuasion from attending due to religious instructions being compulsorily imparted in such a school; and
- c. A school where teaching is conducted in a language different from the language of the child.

Explanation I : The language of the child will be the medium of Instruction, in the school where the child was getting education earlier and in the case of a child admitted in a school for the first time the mother tongue of the child by birth or by adoption.

Explanation II : The admissibility of children's education allowance will have to be determined with reference to the standard of the school, viz; primary, Secondary or High Secondary or Senior Secondary and the medium of instruction and the language of the child and not to the absence of any particular subject in a particular institution.

5.2 The allowance shall be admissible to a Railway servant at a station where there is no school of the requisite standard, only if the nearest school of such standard is so situated that there is no convenient train or bus service to take the child from his residence near the time of the opening of the school and bring him back not too long after the school is closed for the day and the journey by such train/bus service takes more than an hour.

#### 5.3

- i. If a Railway servant is transferred from a station where there is no school of the requisite standard to a station where there is such a school and if he was in receipt of the allowance at the former station in respect of any child, he shall remain eligible for such allowance until the close of the academic year of the school in which his child was studying at the time of his transfer provided the child continues to study for that period in that school.

- ii. However, when the employee is transferred from one state to another, the educational assistance now admissible upto the end of scholastic year, will be extended till the end of such year in which the child passes the matriculation/ higher secondary/ senior Cambridge examination, in respect of such children who might be studying in class IX or above at the time of transfer of the employee.

5.4 If a child of a Railway Servant is denied admission to School of the 'requisite standard' at the station at which the Railway servant is posted and or residing because of there being no vacancy, or for any other reasons, and the child is, compelled to attend a school away from the Railway servant's place of posting and/or residence, the Railway servant shall be entitled to the allowance as if there were no school of the requisite standard at that station.

Explanation : The availability of a vacancy in a school shall be determined with reference to the position existing at the time of the admission of the child in the school, whether it be at the start or in the middle of the session, in consultation with competent educational authorities of the area and not on the basis of the certificate of the school authorities.

5.5 A Railway servant in receipt of the allowance shall continue to be eligible to draw such allowance during any period, not exceeding four months.

- i. When he may go and stay with the child in respect of whom the allowance is drawn while on leave or during suspension or temporary transfer;
- ii. When the child may come to live with the Railway servant provided it is certified by a registered medical practitioner that the child is forced to remain away from studies due to illness; and
- iii. When the child may come to live with the Railway servant during vacation, provided the child continues to be on the rolls of the school.

5.6 The allowance shall be admissible to a Railway servant at the following rates:-

Primary, Secondary and Higher Secondary classes (I to XII)	Rs. 50/- per month per child.
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5.7

1. The allowance shall be admissible to a Railway servant throughout the year notwithstanding that no tuition fee is paid during the vacation.
2. In the case of a child who is successful at the final Secondary/ Higher Secondary/ Senior Secondary Examination, the allowance shall be admissible to the Railway servant upto the end of the month in which the examination is completed or upto the end of the month upto which the school fees are charged, whichever is later.
3. In the case of a child who fails in the final Secondary/ Higher Secondary/ Senior Secondary Examination, but resumes his studies, the allowance shall be admissible to the Railway Servant for the period of vacation intervening provided that fees are paid for the period of vacation.

## 6. REIMBURSEMENT OF TUITION FEE

6.1 A Railway servant shall be eligible to the reimbursement of tuition fee payable and actually paid in respect of his child provided that no children's educational allowance under these orders is admissible to him.

6.2 The tuition fee payable and actually paid by a Railway servant in respect of his child may be reimbursed, subject to the following limits:-

(a) Class I to X	Rs. 20/- per month per child
(b) Class XI to XII	Rs. 25/- per month per child
(c) Class I to XII in respect of physically handicapped and mentally retarded Children.	Rs. 50/- per month per child

Note : Science fee upto the limit of Rs. 5/- p.m. will be reimbursable in addition to the tuition fee in respect of children studying in classes IX to XII & offering science subjects.

6.3 The reimbursement of tuition fee charged by a college run by a University or affiliated to a University for Pre-University/first year class of an Intermediate College or of a Technical College or first year class of Polytechnic or for a correspondence course shall however, be reimbursed in full subject to their being restricted to the rates prescribed by Government college for corresponding classes.

"In cases where minimum qualifications for admission in the two years Diploma course in Polytechnics is 10th class of the revised pattern of education and the student joins the polytechnic after passing X class of the revised pattern of education, the reimbursement of tuition fees shall also be allowed for the 1st and the IIInd year classes of the above course."

6.4. Notwithstanding anything to the contrary in these orders, tuition fee payable and paid in respect

of a physically handicapped or a mentally retarded child of a Railway servant shall be reimbursed subject to the following conditions:-

- a. The Institution in which the child is studying is one which is recognised or approved or aided by the Central Government or State Government or Union Territory Administration;
- b. The fees charged are approved by the Central Government or State Government or Union Territory Administration, as the case may be.

**Explanation:** If the Institution is recognised or approved or aided but the fees charged are not approved by Central or State Government or Union Territory Administration, the fees reimbursable shall be subject to a ceiling of Rs. 50/- p.m.

**Explanation II:** This is confirmed that the Railway employees are eligible for reimbursement of Tuition fees in respect of their children, i.e. boys as well as girls, studying in schools where tuition fees as actually payable and paid, despite the availability of free education as a policy by the State Government subject to the ceiling limits prescribed in para 19 of Railway services (Educational Assistance) Orders, 1988 circulated under Board's letter No. [E\(W\)84/ED1-1 dated 20/01/1989](#) (RBE 25/1989).

(No. [E\(W\)84 ED 1-1 dated 13/06/1990](#))

Concession of reimbursement of tuition fee for class I to V would be admissible from 01.10.1986 in respect of employees who are eligible for these benefits as per upper pay limit in force prior to 01.01.1986. The concession will apply to all Railway employees without any pay limit from 01.12.1987.

[No. [E\(W\)84 ED 1-1 dated 04/09/1989](#) (RBE 224/1989)]

## HOSTEL SUBSIDY

### 6.5

- i. A Railway servant shall be eligible to the grant of a subsidy at the rate of Rs. 150/- per month per child if because of his transfer he is obliged to keep his children in the hostel of a residential school away from the station at which he is posted and/or is residing;
- ii. If a Railway servant posted in North Eastern Region puts his/her children in hostels at the last station of posting or any other station, he/she will be given hostel subsidy without other restrictions.

6.6 However, if the date of admission to the Hostel is earlier than the date of transfer and if such admission is made in anticipation of the transfer, the hostel subsidy may be made from the effective date of transfer.

Hostel subsidy should also be granted to such of the Railway employees who admit their children in the Oak Grove School, Jharipani under such compelling circumstances arising due to their positive transfers from the station to another.

(No. [PC-III/73/EA dated 13/07/1979](#)).

6.7 The hostel subsidy shall be payable upto 10 plus 2 stages in States and Union Territories, where the pattern of 10 Plus 2 Plus 3 has been adopted and upto Higher Secondary and Senior Secondary stage in other States and Union Territories irrespective of the fact that the children study in a Kendriya Vidyalaya or any other recognised school.

6.8 The hostel subsidy shall not be admissible in respect of a child for whom children's educational allowance is drawn by a Railway servant.

## 7. Procedure for payment of children's educational allowance reimbursement of tuition fees and hostel subsidy.

7.1 A Railway servant, claiming children's educational allowance, or hostel subsidy shall furnish a certificate in the prescribed form 1, 2 and 4 as the case may be to the Head of Office at the time of preferring his initial claim and thereafter in the months of March and July every year. For allowing the reimbursement of tuition fee to a Railway servant, a Certificate from the Principal of the schools, where the child is studying, need not be insisted upon. However, at the time of accepting the initial claim, production of the cash receipt given by the school or the counterfoil of the Bank Credit Voucher, if the tuition fee is paid through Banks, by the Railway servant as a proof of having actually paid the tuition fee, will be sufficient. For the subsequent occasions, a declaration from the Railway servant to the effect that he continues to incur the expenditure on Tuition Fee etc. should be accepted. The Railway servant may also be asked to certify that his child/children is/are actually studying in a recognised school and that he is actually incurring expenditure on the tuition fee. The reimbursement of tuition fee, will, however, be restricted to the actual amount paid by the Railway servant to the school authorities subject to the revised ceiling indicated in the Board's letter No. [PC-IV/86/Imp/AL-2 dated 14/01/1988](#) (RBE 10/1988). Whenever there is any change in regard to the school institution/child etc. the first claim will be treated as a "fresh claim" and procedure as

indicated in the preceding paragraph will be followed where the Railway servant is himself the Head of the Office, he shall furnish certificate to the next higher authority.

[No. [E\(W\)84 ED 1-1 dated 19/06/1989](#) (RBE 161/1989)]

7.2 The Head of Office in regard to officers working in his office and the next higher authority in regard to the Head of Office shall, after making such enquiry as may be considered necessary, issue a certificate indicating the amount of allowance admissible to the Government servant on the basis of which the allowance shall be drawn by the drawing and disbursing officer.

Provided that in the case of Children's educational allowance it shall be permissible for the allowance being drawn on provisional basis, pending verification as above, for short periods not exceeding three months subject to an undertaking being obtained from the Railway servant that if, as a result of verification, it is established that a school of the requisite standard does exist at the station of posting/ residence or near such station as referred to in order 12, he shall refund the allowance paid to him.

Provided further that the Head of Office or the next higher authority, as the case may be, may at his discretion, make Enquiry at periodic intervals regarding admissibility of assistance under the orders.

7.3 The drawing and disbursing officer shall certify on the pay bill that the certificates mentioned in order 26 in respect of the Railway servants covered by the pay bill have been obtained.

7.4 A Railway servant transferred from one station to another shall furnish & fresh certificate at the new station in case he continues to be eligible to draw children's educational allowance or hostel subsidy.

[No. [E\(W\)84/ED1-1 dated 20/01/1989](#) (RBE 25/1989)]

## 8. UNIFORMS:

8.1 The Railway Board have decided that uniforms of a simple style on a modest scale and at low cost maybe supplied at the cost of Railway Revenues to the children of Railway employees studying in Primary classes of Railway Primary/ Middle and High/ Higher Secondary Schools. Children of Railway employees studying in non-Railway schools managed by the staff themselves may also be supplied uniform in the same manner as referred to above subject to the following conditions:-

- a. The schools should be situated in Railway colonies;
- b. The schools should be well established and recognised by the State Govt. Education Deptt.
- c. Uniforms should be worn by all students in Primary classes.

[No. [E\(W\)60 ED 1-10 dated 18/05/1960'](#)

[E\(W\)82 SC 2-47 dated 28/03/1989](#) (RBE 81/1989) & [03/08/1990](#) (RBE 128/1990)].

8.02 The pay limit of the Railway employees for eligibility of the free uniforms to the children should be upto and including Rs. 1400/- p.m. Those employees whose pay is above Rs. 1400/- p.m. and outsiders will have to provide uniform at their own cost.

[No. [E\(W\)82 SC 2-47 dated 11/06/1987](#) (RBE 149/1987)]

8.3 The children of Rly employees will be supplied two sets of terrycloth uniforms. The colour and style of uniforms should be as prescribed for cubs and Bulbuls/Scouts and Guides of Bharat Scouts and Guides. The details are as follows:

- |            |  |
|------------|--|
| (i) Colour | For boys, the lower garment should be in Navy Blue and Upper garment in Grey Colours. For girls, the upper and lower garment should be in Blue Colour.   |
| (ii) Style | Boys should be issued the shirts (half sleeved) and shorts (Nicker), Girls should be issued frocks and panties. The detailed specifications should, as far as possible, be as follows:   |
|            | <ul style="list-style-type: none"><li>- Shirt (Grey) with collar, to epaulettes, NR Slip badge on right shoulder (sleeve) and two patch pockets, the left one fixed with membership badge (blue).</li><li>- Short (Nicker) Navy Blue with web belt.</li><li>- Frock (blue) with box pleats, collar two epaulettes, NR Slip badge on the right shoulder (sleeve), two patch Pockets on the chest; six's emblem being fixed just above the left one, membership badge on the left shoulder (sleeve) cloth bell and two large patch pockets on the lower (bottom) portion of the frock. Panty should be with pleats</li></ul> |

Note: In case any doubt arises with regard to colour and style of the uniform, the State Chief Commissioner, Bharat Scouts and Guides or the Secy. thereof may be consulted.

- i. Two sets of Terrycot uniforms per child per annum may be supplied to both boys and girls. In places where woolen jersey is supplied during winter season, the same may continue.
- ii. The cost per set of uniforms should not exceed Rs. 65/- (Sixty-five).

[No. [E\(W\)60 ED 1-10 dated 18/05/1960](#),

No. [E\(W\)82 SC 2-47 dated 28/03/1989](#) (RBE 81/1989) & [03/08/1990](#) (RBE 128/1990)]

8.4 It has also been decided by the Railway Board that the uniform supplied to the children of Railway employees are not required to be taken back when they leave the school due to transfer of their parents or otherwise.

(No. [E\(W\)61 ED 1-9 dated 01/05/1961](#))

## 9. RAILWAY SUBSIDISED HOSTELS ON RAILWAYS

9.1 During the meeting with the then Minister for Railways (Late Shri N Gopaldaswami Ayyangar) in November 1951, it was decided by the Ministry of Railway (Railway Board) that Railway should establish subsidised Hostels at principal educational centres in lieu of the concessions admissible under the existing rules regarding educational assistance. The objective envisaged by the then Hon'ble Minister for Railways in 1951 was to provide Subsidised Hostels on planned basis in the principal educational Centres for boarding the sons and daughters of Railway employees who are serving in places distant from Educational Centres. With a view to provide necessary assistance to Railway employees in the matter of education of their children, 20 Subsidised Hostels have been set up from 1958 onwards in major linguistic areas where boarding and lodging is provided at heavily subsidised rates.

### 9.2 Main features of Subsidised Hostel Scheme:

On each Railway, there should be at least one hostel in each linguistic area. The consideration that should be particularly observed in selecting the station should be :-

- i. That the station itself should be an educational centre with schools and colleges where general professional education maybe available;
- ii. That the Railway staff working in the area around that particular station would consider it worthwhile to send their children to the hostel. For example, large cities like Bombay and Calcutta are out of the question, because all the Railway staff would like to send their children to the educational institutions located in these cities only as day scholars even though it may involve the children travelling fairly long distances on the suburban trains.
- iii.
  - a. There should, if possible, be Railway building readily available for housing the hostel or suitable available land where the hostel may be built; and
  - b. if new buildings are to be constructed, the approximate cost of the building.
- iv. Preference may be given to towns where there is already a Railway High/ Hr. Sec. School/ Inter college;
- v. An estimate may also be made as to the number of children who are likely to take advantage of it.

[No. [E53ED1-3 dated 16/06/1955](#)]

### 9.3 Admissions in Subsidised Hostel:

- i. The children of Class IV and III Railway employees drawing pay up to Rs. 1720 p.m. are eligible for admission to subsidised Hostels.
- ii.
  - a. Children of Railway employees who were compelled to seek admission in schools/colleges at stations other than of their posting due to lack of schools of requisite standard at the places of their posting are also eligible for admission in subsidised hostels;
  - b. In Subsidised Hostels where the number of seats provided is fully occupied, preference in admission should be given to students upto the Higher Secondary school standard;

(No. [E\(W\)62 ED 1-38 dated 23/02/1963](#))

c.

1. Admission in hostel at normal rates may also be granted on a lower priority to children of employees who are students of Technical and Science Colleges irrespective of their mother tongue. If any of the students is in receipt of a Scholarship or Educational Assistance, he should be admitted on payment of full charges.
2. The very few seats likely to be left over in a hostel after admission of children of the linguistic group and those who are getting education through the medium of the particular language for which the hostel is meant as well as students of Science and Technical Colleges, may be left unfilled for the admission of children of employees in the linguistic area who may have to be transferred in the mid session.

(No. [E\(W\)63/ED1/37 dated 27/12/1963](#))

- d. Students, who are in receipt of scholarships for technical education from the staff Benefit Fund should not be subsidised, i.e., such scholarship holder should be admitted to the subsidised hostel only on payment of full charges.

(No. [E\(W\)62 ED 1-38 dated 23/02/1963](#))

- iii. Faculty of Railway subsidised Hostels must be made available to the children of all Railway employees WITHOUT ANY PAY LIMIT.

[No. [E\(W\)82 ED 3-2 dated 03/08/1990](#) (RBE 126/1990)]

#### 9.4

- i. The building and equipment are to be treated as a service building and all maintenance, water and electricity charges etc. are borne by Railways. No charges for lodging are to be recovered from the occupants.

(No. [E\(W\)60/ED1/37 dated 15/11/1960](#))

- ii. Railway employees are required to pay the following charges in respect of children admitted in subsidised hostels;

Pay ranges in Revised Scale	Rates of boarding charges recoverable per month from each boarder.
	Rs.
Upto Rs. 1050 p.m.	25
Rs. 1051 to Rs. 1440 p.m	40
Rs. 1441 to Rs. 1720 p.m.	60
Rs. 1721 and above.	100

[No. [E\(W\)82 ED 3-2 dated 03/08/1990](#) (RBE 126/1990)]

9.5 The expenditure on provision of recreational facilities to the boarders of the Subsidised Hostels may be restricted to the following:-

	Expenditure per annum
(a) Newspapers and Periodicals	Rs. 900/-
(b) Sports materials (for one/two indoor games) and any material for physical exercise	Rs. 425/-
(c) Gardening implements	Rs. 200/-

(No. [E\(W\)86/ED3-2 dated 25/11/1986](#))

9.6 For the period of long vocations which will last for a month or over, no recoveries should be made on account of Hostel charges from the inmates. No refund of fees may be allowed for shorter period of absence on account of Diwali, Dussehra, and Holi holidays or on account of sickness of any inmate.

(No. [E\(W\)63 ED 1-10 dated 15/17.06.1963](#))

9.7 The functioning of subsidised Hostels should be improved. A Senior Railway Staff (preferably a teacher) to be provided family accommodation in the hostel itself if necessary by suitable extension. Special allowance should be sanctioned and the warden granted disciplinary authority over the inmates.

Suitable facilities for the inmates should be provided

#### 10. General:

- The consolidation made in the Master Circular should be construed only as a key to the original circular and not a substitution. In case of any doubt, the original circular(s) referred to in the Master Circular will be relied upon as authority;
- It should be noted that orders/instructions issued under the various circulars have only prospective effect from the date of issue of the relevant original letter(s), unless specifically stated otherwise in the concerned letter. Hence, for dealing with old cases, the instructions in force at the relevant time have to be referred.
- Though all efforts have been taken to include all the relevant circulars on the subject, if any circular which has not been superseded happens to be omitted, the circular which has been omitted through oversight will still hold the field. Anyone coming across such a circular may bring it to the notice of the Railway board for suitable action for issuing a Supplementary Circular.

**ANNEXURE**

**FORM 1**

(Para 25)

**CHILDREN'S EDUCATIONAL ALLOWANCE**

1. Certified that my child/children mentioned below in respect of whom children's educational allowance is claimed is/are wholly dependent upon me and I am compelled to send my child/children, away from the place of my posting/residence due to non-availability of the school of the requisite standard at the station of my posting/residence or due to non-availability of a vacancy in such a school at the station of my posting/residence.

Name of the child	Date of Birth	School/college in which studying location there of and residence of the child	The place where the Government Servant is residing	Class in which the child is studying	Monthly educational allowance admissible	Amount of allowance claimed for the period	
						from July 199_	To Feb 199_
						Mar. 199_	To June 199_
1	2	3	4	5	6	7	
1.							
2.							
3.							

2. Certified that my child/children in respect of whom children's educational allowance is claimed is/ are studying in the schools mentioned in column (2) which is/are recognised school (s) (Not applicable to school run by the Central Government/ State Government/ Union Territory Administration/ Municipal Corporation / Municipal Committee/ Panchayat Samiti / Zilla Parishad).
3. Certified that;
- i. My wife/husband is / is not a Central Government Servant.
  - ii. My wife/husband is a Central Government servant and that her/his pay does not exceed Rs. 1200 p.m. but she/he will not claim children's educational allowance in respect of our child/ children.
  - iii. My wife/husband is employed with ....\*..... She/he is/is not entitled to children's educational allowance in respect of our child/children.
4. Certified that during the, period covered by the claim the child/children attended the school regularly and did not absent himself / herself/ themselves from the school without proper leave for a period exceeding one month.
5. Certified that the child/children has / have been not studying in the same class for more than two academic years.
6. In the event of any change in the particulars given above which affect my eligibility for children's educational allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made.

(Signature of the Railway servant)  
 Name in block letters.....  
 Designation & Office.....

Date.....  
 Place of posting .....

(Strike out whatever is not applicable)

\* Employer other Than Central Government to be mentioned

**FORM 2**

(Para 25)

**Reimbursement of Tuition Fee**

1. Certified that the child / children mentioned below in respect of whom reimbursement of tuition fee is claimed is/are wholly dependent upon me:

Name of	Date of	School in	Class in	Monthly	Tuition fee actually	Amount of
---------	---------	-----------	----------	---------	----------------------	-----------

the Child	birth	which studying	which studying	tuition fees actual payable	paid from		reimbursement claimed
					July 19_	Feb 19_	
					Mar 19_	June 19_	
1	2	3	4	5	6		7
1.							
2.							
3.							

2. Certified that the tuition fee indicated against the child/each of the children had actually been paid by me vide certificate(s) from the institution(s) attached.
3. Certified that:
  - i. My wife/husband is/is not a Central Government servant.
  - ii. My wife/ husband is a Central Government servant and her/his pay does not exceed Rs. 1200 but she/he win not claim reimbursement of tuition fee in respect of our child/children.
  - iii. My wife/husband is employed with \*.....she/he is/ is not entitled to reimbursement of tuition fees in respect of our child/children.
4. Certified that during the period covered by this claim, the child /children attended the school(s) regularly and did not absent himself /herself /themselves from the school(s) without proper leaves for a period of exceeding one month.
5. Certified that the child/children mentioned has/ have not been studying in the same class for more than two years.
6. Certified that I or my wife/husband have/has not claimed and will not claim the children's education allowance in respect of the children mentioned above.
7. Certified that my child/children in respect of whom reimbursement of tuition fee is claimed is/ are studying in the schools which is/are recognised school (s) (Not applicable to schools run by Central Government/State Government/Union Territory Administration/ Municipal Corporation/Municipal Committee/Panchayat Samiti/Zilla Parishad).
8. In the event of any change in the particular given above which effect by eligibility for Reimbursement of tuition fees, I undertake to intimate the same promptly and also to refund excess payments, if any made.

(Signature of the Railway servant)  
 Name in block letters.....  
 Designation & Office.....

Date.....  
 (Strike out whatever is not applicable)

\* Employer other Than Central Government to be mentioned

**FORM 3**

(Para 25)

**HOSTEL SUBSIDY**

1. Certified that my child Shri/Kumari .....is studying in ..... (Name of the school) was admitted to hostel of the school on.....19.....  
 (Certificate from the Head of the School attached).
2. Certified that
  - a. My wife/ husband is /is not in Government service is /is not drawing Hostel subsidy in respect of may child/children.
  - b. The total number of children in respect of whom the hostel subsidy and children's educational allowance have been claimed does not exceed three.
3. I undertake to inform my employer forthwith in the event of my withdrawing the child, from the hostel and also in the event of there being any change in the particulars mentioned earlier.

(Signature of the Railway servant)  
 Name in block letters.....  
 Designation & Office.....

Date.....

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**FORM 4**

(Para 25)

**HOSTEL SUBSIDY**

..... School (Name of the School and place)

1. Name of boarder.....
2. Name of Parent.....
3. Class to which admitted.....
4. Date of admission in the hostel.....
5. Period during the year for which the child would continue to stay in the hostel.....

	From	To
(a)		
(b)		
(c)		
(d)		

Dated \_\_\_\_\_

Principal/Head master/Head Mistress  
(Stamp of the Institution)

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Letters from which consolidation has been made.

1. No. [E53ED1-3 dated 16/06/1955](#)
2. No. [E\(W\)53 ED 1-3 /Pt.A dated 19/08/1958](#)
3. No. [E\(W\)56 SC 2-29 dated 13/06/1959](#)
4. No. [E\(W\)56 SC 2-23 dated 09/07/1959](#)
5. No. [E\(W\)56 SC 2-29 dated 25/02/1960](#)
6. No. [E\(W\)60 ED 1-5 dated 10/03/1960](#)
7. No. [E\(W\)60 ED 1-10 dated 18/05/1960](#)
8. No. [E\(W\)60/ED1/37 dated 15/11/1960](#)
9. No. [E\(W\)60 ED 3-24 dated 27/04/1961](#)
10. No. [E\(W\)61 ED 1-9 dated 01/05/1961](#)
11. No. [E\(W\)62 ED 1-38 dated 23/02/1963](#)
12. No. [E\(W\)63 ED 1-10 dated 15/17.06.1963](#)
13. No. [E\(W\)63/ED1/37 dated 27/12/1963](#)
14. No. [E\(W\)65 ED 1-26 dated 22/06/1965](#)
15. No. [PC-III/73/EA dated 13/07/1979](#)
16. No. [E\(G\)83 AL 12/8 dated 06/02/1984](#)
17. No. [E\(W\)84 ED 3-1 dated 16/05/1984](#)
18. No. [E\(W\)84 ED 3-1 dated 25/06/1985](#)
19. No. [E\(W\)86/ED3-2 dated 25/11/1986](#)
20. No. [E\(W\)82 SC 2-47 dated 11/06/1987](#) (RBE 149/1987)
21. No. [PC-IV/86/Imp/AL-2 dated 14/01/1988](#) (RBE 10/1988)
22. No. [E\(W\)82 ED 3-2 dated 21/12/1988](#)
23. No. [E\(W\)84/ED1-1 dated 20/01/1989](#) (RBE 25/1989)
24. No. [E\(W\)82 SC 2-47 dated 28/03/1989](#) (RBE 81/1989)
25. No. [E\(W\)84 ED 1-1 dated 19/06/1989](#) (RBE 161/1989)
26. No. [E\(W\)84 ED 1-1 dated 04/09/1989](#) (RBE 224/1989)
27. No. [E\(W\)82 ED 3-2 dated 05/09/1989](#) (RBE 220/1989)
28. No. [E\(W\)84 ED 1-1 dated 07/02/1990](#) (RBE 23/1990)
29. No. [E\(W\)84 ED 1-1 dated 13/06/1990](#)

30. No. [E\(W\)82 ED 3-2 dated 03/08/1990](#) (RBE 126/1990)
31. No. [E\(W\)82 SC 2-47 dated 03/08/1990](#) (RBE 128/1990)
32. No. [E\(W\)84 ED 1-1 dated 14/09/1990](#) (RBE 155/1990)

**Order issued subsequently**

1. No. [E\(W\)82 SC 2-47 dated 14/08/1992](#) (RBE 133/1992)
2. No. [E\(W\)84 ED 1-1 dated 02/11/1992](#) (RBE 193/1992)
3. No. [E\(W\)92 WP 6-1 dated 20/01/1993](#) (RBE 16/1993)

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**Supplementary Circular No.1 - Supply of uniforms to the eligible children of Railway employees - No. [E\(W\)93 ED 1-5 dated 7.2.1996](#) (RBE 10/1996).**

**Supplementary Circular No.1 - Improvement of subsidised hostels on Indian Railways. - No. [E\(W\)96 ED 2-3 dated 30.01.1997](#) (RBE 19/1997).**