



DEPARTMENT OF POSTS: INDIA

O/o The Sr. Supdt of Post Offices, Ahd City Division, Ahmedabad- 380 009.

Phone: 27541706 /e-mail doahmedabadcity.gj@indiapost.gov.in

No: E2/21/CEA Instruction/2025-26

Date 05.03.2026

To,

The All ASPOS/Sr PM/PM/SPMs,
In Ahmedabad City Division,
Ahmedabad-380 009.

Sub: Regarding instruction for submission of Children Education Allowance (CEA) 2025-2026.

In connection with above cited subject, kindly find here with the instructions and CEA Claim form for ready reference please.

As directed by the competent authority kindly requested to follow instruction issued by this office to apply CEA through APT 2.0 as well as to submit manually CEA forms in two copies (i.e. one original and one copy for the same).

Instructions must be followed by all the officials before submission of CEA claims.

e.r.f.
**Senior Supdt of Post Offices
& Ahd City Dn., Ahmedabad-9**

Encl: - A/A

Instruction to apply and submit Children Education Allowance (CEA)

- **The claims must be submitted in duplicate copy only and after completion of Academic year i.e. for CBSE after March-2026 and for GSEB after May-2026.**
- **The Request ID filled by the applicant in prescribed performa/Form of CEA must be legible.**
- **It is mandatory to select the pattern [Whether CBSE/GSEB/ICSE], if not selected by the applicant, the CEA reimbursement form shall not be accepted & must be returned.**
- **It is also kindly intimate that before submission of CEA form to this office, check whether the name of child & Date of birth is correct or otherwise as shown in APT 2.0 portal. If not correct, kindly contact the concern DDO for further necessary correction please.**
- **It is compulsory to upload the certificate from the head of Institution /School duly signed by Principal of the School.**
- **Every official has to submit the CEA in enclosed performa only.**

Step by step procedure to apply the CEA for employee

→ Fill the CEA claim form manually (Performa attached)

- 1) Employee Logs into portal
- 2) Employee Self-Service --> Employee payment system --> Pay Reimbursement.
- 3) Select the Reimbursement
- 4) Select the Reimbursement type & select Children Education Allowance
- 5) Kindly fill up the column [Whether the spouse is employed]

If **yes** – Whether CEA is claimed by the spouse [**SELECT YES/NO**]

Fill the name of organization/office where spouse is currently working.

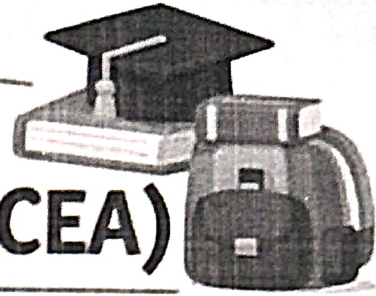
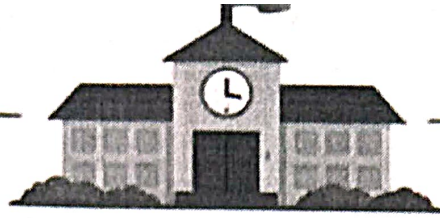
- 6) Select the child name for whom CEA has been claimed by applicant.
- 7) Fill up the required information.

[Kindly check the name of child & Date of birth]

[Amount of CEA claim must be filled with Max of Rs. 33750/-]

[**Hostel subsidy must be filled with “0”**] if not applied

- 8) Click on Preview
- 9) Click on Choose the file & Upload the **CERTIFICATE FROM THE HEAD OF INSTITUTION /SCHOOL duly sign by Principal of the School**
- 10) Click on Submit.
- 11) The request ID generated by the system must be fill up in the Both manual CEA form.



Children Education Allowance (CEA)

Easy Guide for Employees

Important Instructions

- ✓ Submit 2 copies after:
 - ✓ CBSE: After March 2026
 - ✓ GSEB: After May 2026
- 🎓 Select Board: CBSE / GSEB / ICSE
- 👤 Check Child's Name & Date of Birth
- 📄 Upload Certificate signed by Principal






Required Documents

- ✓ CEA Claim Form (Performa)
- ✓ School Certificate
- ✓ Request ID

Claim Rules

- 👛 Max Claim: ₹33,750/-
- 🏠 Hostel Subsidy: ₹0 (if not claimed)

Step-by-Step Process

- 1 Fill CEA Form Manually 
- 2 Login to Portal 
- 3 Select Children Education Allowance
- 4 Enter Spouse & Child Details 
- 5 Upload Certificate from School 
- 6 Submit & Note Request ID 



✓ Final Checklist



- ✓ 2 Copies of Form
- ✓ Correct Child Details
- ✓ Certificate Uploaded
- ✓ Amount Within Limit
- ✓ Request ID Written

Children Education Allowance (CEA)

Easy Guide for Employees

Important Instructions

 Please read carefully before applying:

- Submit CEA claim in duplicate copies (2 copies mandatory)
 - Submit only after academic year completion:
 - CBSE – After March 2026
 - GSEB – After May 2026
 - Request ID must be clearly written and readable
 - You must select Education Pattern (CBSE / GSEB / ICSE)
 If not selected → Form will be rejected
 - Check Child's Name & Date of Birth before submission
 - If incorrect → Contact DDO for correction
 - Upload Certificate from Head of Institution/School
 - Must be signed by Principal
 - Use only the prescribed CEA Performa/Form
 No other format accepted
-

Documents Required

Keep these ready:

- Manual CEA Claim Form (Performa)
 - School Certificate signed by Principal
 - Request ID (generated after online submission)
-

Claim Rules / Conditions

- Maximum CEA claim allowed → ₹ 33,750
- Hostel subsidy → Fill "0" if not applicable
- Spouse employment details → Mandatory to fill

Step-by-Step Procedure to Apply

Step 1 – Fill Manual Form

- Fill the CEA claim form manually (attached Performa)

Step 2 – Login to Portal

- Login to employee portal

Step 3 – Navigate Menu

Go to:

Employee Self-Service → Employee Payment System → Pay Reimbursement

Step 4 – Select Reimbursement

- Click Reimbursement
- Choose Reimbursement Type
- Select Children Education Allowance (CEA)

Step 5 – Spouse Details

- Select Whether spouse is employed

If YES:

- Select CEA claimed by spouse (YES/NO)
- Enter Spouse's organization/office name

Step 6 – Select Child

- Choose the child name for whom CEA is claimed

Step 7 – Fill Required Information

Carefully enter:

- Child Name
 - Date of Birth
 - Claim Amount (Max ₹ 33,750)
 - Hostel Subsidy (0 if not applicable)
-

Step 8 – Preview

- Click Preview
 - Recheck all details
-

Step 9 – Upload Certificate

Upload:

- School/Institution Certificate
 - Must be signed by Principal
-

Step 10 – Submit

- Click Submit
-

Step 11 – Note Request ID

- System will generate Request ID
 - Write this Request ID on both manual CEA forms
-

Final Checklist

Before submission, confirm:

- ✓ Two copies of form
- ✓ Correct child details
- ✓ Certificate uploaded
- ✓ Amount within limit
- ✓ Request ID written
- ✓ Proper Performa used