

No.- PP-33/1/2022-PAP-DOP
भारत सरकार / Government of India
संचार मंत्रालय / Ministry of Communications
डाक विभाग / Department of Posts

डाक भवन, संसद मार्ग,
Dak Bhawan, Sansad Marg,
नई दिल्ली / New Delhi-110001.
Dated: 23.05.2026.

OFFICE MEMORANDUM

Subject: Procedure for submission and processing of Children Education Allowance (CEA) claims in APT 2.0.

The undersigned is directed to say that CEPT has developed a functionality in APT 2.0 for online submission and processing of Children Education Allowance (CEA) claims, including payment functionality.

2. The matter regarding submission and processing of CEA claims through APT 2.0 has been examined in consultation with CEPT through the Technology Division. It has been informed that APT 2.0 provides a digital framework for submission, verification, approval and payment of CEA claims, including uploading of supporting documents and system-based checks.

3. The Technology Division has also provided a Standard Operating Procedure (SOP) for submission and processing of CEA claims through APT 2.0.

4. It has been decided that submission of CEA claims through APT 2.0 shall be mandatory. However, physical copies of claims along with supporting documents shall also continue to be submitted for verification and record purposes.

5. Accordingly, the following instructions are issued:

(i) All CEA claims shall be mandatorily submitted online through APT 2.0.

(ii) Employees shall also submit physical copies of the claim along with supporting documents to the concerned office/DDO.

(iii) The existing DoPT-prescribed format for CEA claims shall continue to be followed for submission of physical claims.

(iv) The SOP provided by CEPT is enclosed for guidance and compliance.

6. This issues with the approval of the competent authority.

Encl.: As above.

Digitally signed by
Gurvinder Singh
Date: 21-05-2026
16:39:09

(Gurvinder Singh)

Assistant Director General (GDS/PCC/PAP)

To

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of All PTCs
4. Addl. Director General, Army Postal Service, R.K.Puram, New Delhi
5. All General Managers (Finance) / Directors Postal Accounts / DAP
6. GM, CEPT for uploading the order on the India Post web site
7. Guard File



Standard Operating Procedure

APT

Submission of Children Education Allowance (CEA) reimbursement claim and processing (Verification / Approval / Disbursement) in APT



ABBREVIATIONS

Sl. No.	Abbreviation	Description
1	APT	Advanced Postal Technology
2	SOP	Standard Operating Procedure
3	DDO	Drawing & Disbursing officer
4	DOP	Department of Posts

Standard Operation Procedure:

SOP No	1
Module	PAYROLL SYSTEM
Area	Employee Self Service
Dated	11-04-2026
SOP Title	Submission of Children Education Allowance (CEA) reimbursement claim and processing (Verification/Approval/Disbursement) in APT



1 Brief Introduction

This SOP summarizes the following:-

- Submission of Children Education Allowance (CEA) reimbursement claim request by the employee from Employee Self Service
- Verification of reimbursement claim request by Pay Verification Authority
- Approval of reimbursement claim request by Sanctioning Authority
- Disbursement and Accounting
- Accounting & Reports (Payroll Account Summary, Budget Block Consumption Report, Accounts Report)

2 User Login

URL: <https://app.indiapost.gov.in/employeeportal>

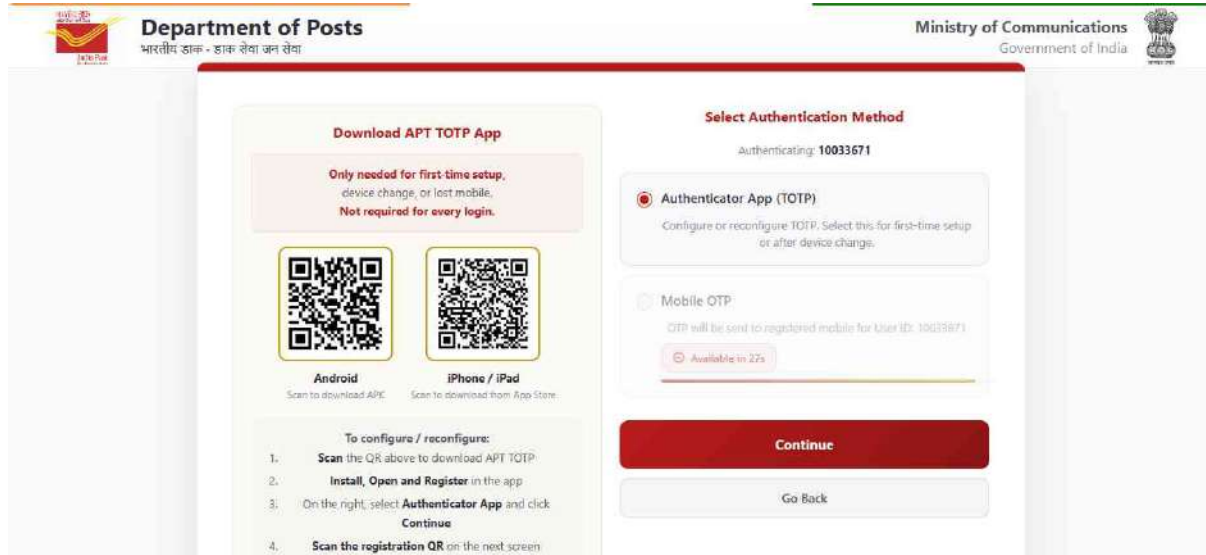
The screenshot displays the India Post APT Employee Portal. On the left, there is a 'What's New & Updates' section with several news items, each with a date, category, and 'IMPLEMENTED' status. The main content area shows a 'Welcome User!' message with the text 'Enter your credentials to sign in'. Below this, there are input fields for 'Employee ID' (with a 'Go to Employee ID' link), 'Password', and 'Forgot/Reset Password?'. A red 'Sign In' button is positioned at the bottom of the login form. The background of the login form is a scenic image of a road winding through a green landscape. The top of the page features the 'Department of Posts' logo and the 'Ministry of Communications Government of India' logo.



Payroll SOP in APT to submit CEA reimbursement claim and process the submitted application



Employee to enter the URL in any recommended web browser, enter his/her login credentials viz., Employee ID and Password and click on ‘Sign In’.



After clicking on ‘Sign In’, the Employee is required to log in to the application using either (i) Authenticator App (TOTP) or (ii) Mobile OTP

3 Roles Required

Employee Self Service Role is available by default to all DOP Employees. The following roles need to be assigned through Role Management to concerned employee IDs to process the work flow.

S. No.	Role Name	Example	Remarks
1	Pay verification Authority	Accountant / Divisional Accountant etc.	Reimbursement claim request submitted by Employee can be Verified/Assigned
2	Approving Payment Requests	SSPOs/ADs/DDGs etc	Reimbursement claim request verified by Pay Verification Authority can be Approved / Rejected
3	Payroll DDO Supervisor / Approver	HO PM / AD etc. DDOs	Reimbursement claim sanctioned by Bill Sanctioning Authority can be Disbursed for POSB disbursements / request cheques for bank disbursements



Payroll SOP in APT to submit CEA reimbursement claim and process the submitted application

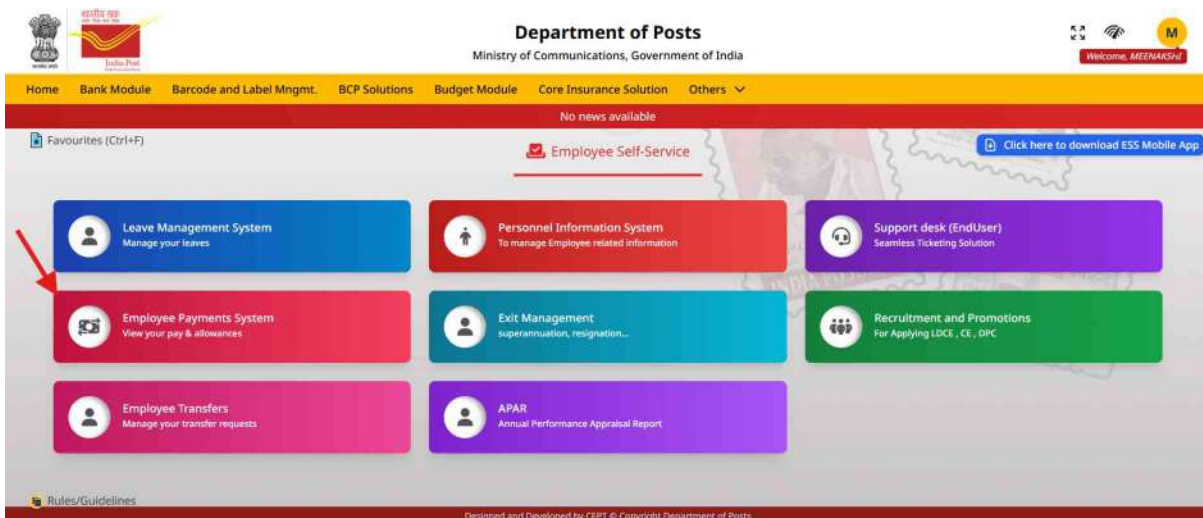


4 Submission of request from Employee Self Service:

4.1. Employee to click on Employee Self Service icon



4.2. Employee to then click on “Employee Payments” card





Payroll SOP in APT to submit CEA reimbursement claim and process the submitted application



4.3. Then navigate to “Pay re-reimbursement” card and click on “Reimbursements” sub card

The screenshot shows the 'Employee Pay Re-imburement' interface. The main menu includes 'Pay re-imburement', 'Miscellaneous Requests', 'Reports', and 'Know Yourself'. The 'Pay re-imburement' card is highlighted with a red arrow. The 'Reimbursements' sub-card is highlighted with a red box.

4.4. In the ensuing screen, employee to select “Children Education Allowance” from the drop-down options. Other fields “Whether spouse is employee” to be selected appropriately. In the “Select Child” drop-down, children details approved as active status from the Personnel Information System (PIS) system are auto populated, employee to select the children details by selecting check box. After children details are selected, Standard & Academic Year, Institute Name, Claim Amount, Hostel Subsidy as applicable to be entered along with Remarks.

The screenshot shows the 'Reimbursements' form. The employee name is MEENAKSHI V, EMPLOYEE ID is 10173017, and the office is Tambaram HC. The reimbursement type is Children Education Allowance. The spouse status is No. The child selection dropdown shows 'select'. The table below lists child details:

Child Name	Date Of Birth	Standard & Academic Year	Institute Name	Physically Challenged	Claim Amount	Hostel Subsidy
Rajesh	01-01-2017	4th 2025-26	Maharshi Vidyalaya	No	33750	0
Ramya	01-01-2019	2nd 2025-26	Maharshi Vidyalaya	No	33750	0

Total Amount: ₹7500
Employee Remarks: Submission for academic year 2025026



Payroll SOP in APT to submit CEA reimbursement claim and process the submitted application



4.5. Employee to click on “Preview” button to view details. Employee can select any supporting document and click on “Upload” button to upload

Claim Pay Reimbursements - Children Education Allowance ✕

Form Preview:
 If spouse is employed, state whether in Central govt., PSU, State Govt. (give details with name of the spouse): : No
 Employee Remarks: : Submission for academic year 2025026

CHILD NAME	DATE OF BIRTH	STANDARD & ACADEMIC YEAR	INSTITUTE NAME	CLAIM AMOUNT	HOSTEL SUBSIDY
RAJESH	1/1/2017	4TH 2025-26	MAHARSHI VIDYALAYA	33750	0
RAMYA	1/1/2019	2ND 2025-26	MAHARSHI VIDYALAYA	33750	0
TOTAL CLAIM				REQUEST AMOUNT	
67500				67500	

Select to Upload:
Choose Files Bonafide ...alaya.pdf

Upload

File Uploaded Successfully
 File unique key is:1775902044966679302

Cancel
Submit

4.6. After checking the details populated, employee to click on “Submit” button. A success message with system generated request id will be visible populated on successful submit.

Whether spouse is employed*

Select Child

Child Name	Date Of Birth	Standard & Academic Year	Institute Name	Physically Challenged	Claim Amount	Hostel Subsidy
Rajesh						
Ramya						

Total Amount:*

Employee Remarks:*

Preview

Claim Pay Reimbursements - Children Education Allowance ✕

Your Request Id is : CEA1017397720260411154134

Ok



5. Verification by Verification Authority

5.1. The designated verification authority to click on Payroll System card, navigate to Verification & Approvals card and click on “Verification” subcard.

The screenshot shows the Department of Posts Payroll Services dashboard. The 'Verification & Approvals' subcard is highlighted. To the right, a separate 'Approvals' window shows 'Verification' and 'Approvals' buttons.

5.2. Upon clicking on “Verification” subcard, the reimbursement claim requests submitted by employees will be auto populated.

The screenshot shows the Pay Requests Verification screen. It displays a table with columns for Request ID, Type, Total Claim Amount, Advance Amount, Request Amount, Transaction Date, Employee Name, Employee ID, Advance Request ID, and Installments. A single row is visible for a Children Education Allowance request.

Request ID	Type	Total Claim Amount	Advance Amount	Request Amount	Transaction Date	Employee Name	Employee ID	Advance Request ID	Installments
CEA1017397720260411154134	Children Education Allowance	67500	0	67500	11/04/2026	MEENAKSHI V	10173977		0



Payroll SOP in APT to submit CEA reimbursement claim and process the submitted application



5.3. The “Verification Authority” to click on request ID hyper link to view the auto populated details. He/she can click on “Download Attachment” button to download and view documents uploaded by employee through Employee Self Service. He/she to enter verified amount in the “Eligible” amount fields, enter remarks and click on “Verify” button.

SL.NO	Child Name	Date Of Birth	Standard	Institute Name	Physical Challenge	CEA Amount	Eligible CEA Amount	Hostel Subsidy	Eligible Hostel Subsidy	Remarks
1	Rajesh	01/01/20...	4th 2025-26	Maharshi Vidyalaya	No	33750	33750	0	Amount	
2	Ramya	01/01/20...	2nd 2025-26	Maharshi Vidyalaya	No	33750	33750	0	Amount	

REQUESTED CEA AMOUNT: 67500
ELIGIBLE CEA AMOUNT: 67500
REQUESTED HOSTEL AMOUNT: 0
ELIGIBLE HOSTEL CHARGES: 0
REQUESTED AMOUNT: 67500.00
TOTAL ELIGIBLE AMOUNT: 67500

Verified and submitted for approval please: Assign Post ID: Assign Verify Track

5.4. Upon clicking on “Verify” button, a modal will be popped up showing amounts. Verification Authority to click on Yes to complete successful verification of the request.

Pay Request verification

Payable Amount : 67500
Requested amount : 67500.00
Do you want to continue?

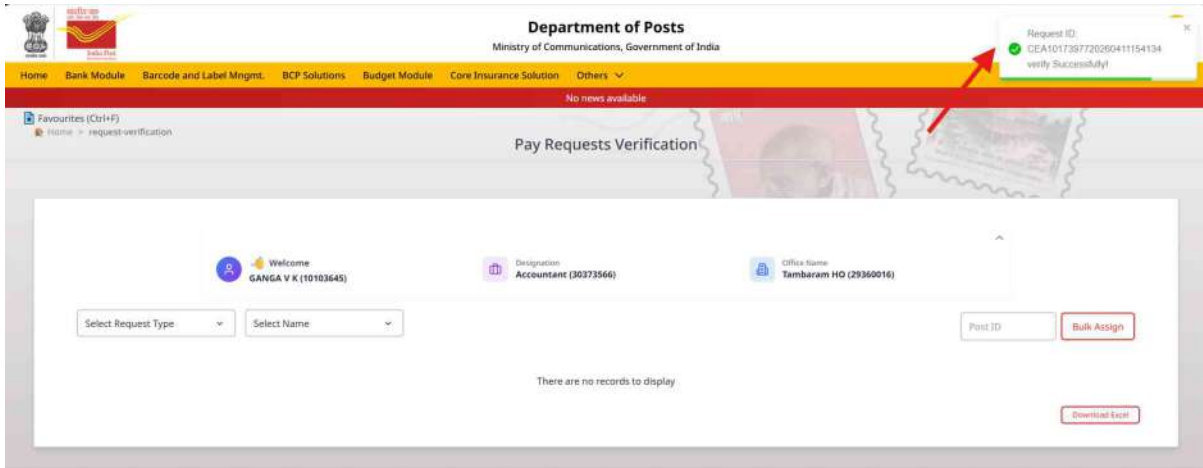
Yes No



Payroll SOP in APT to submit CEA reimbursement claim and process the submitted application

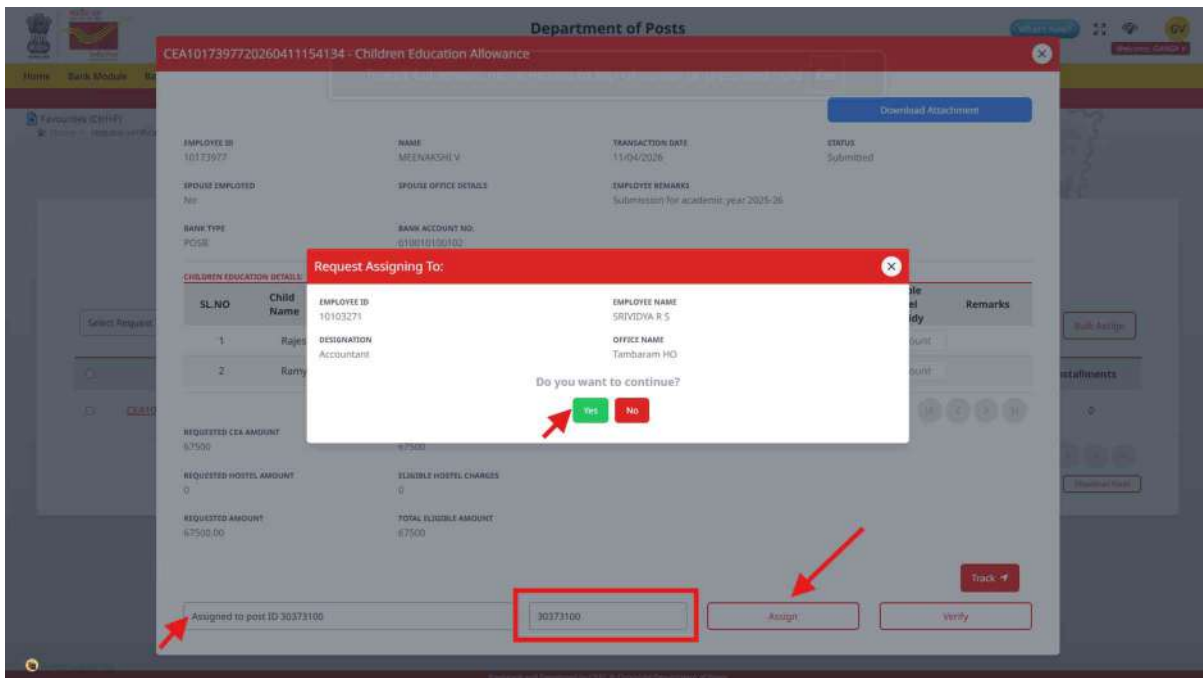


5.5. Upon clicking on “Yes” button, a success message along with request ID will be shown on screen confirming verification.



6. Assign request for verification

6.1. Alternatively, user can also assign the request to a different user for verification. He/she to enter remarks, enter post ID of the new designated verification authority, click on “Assign” button, verify the user details and click on “Yes” button for assigning.



6.2. Once the request is verified, the concerned verification authority can follow steps outlined in Point 5 above for verification of request.

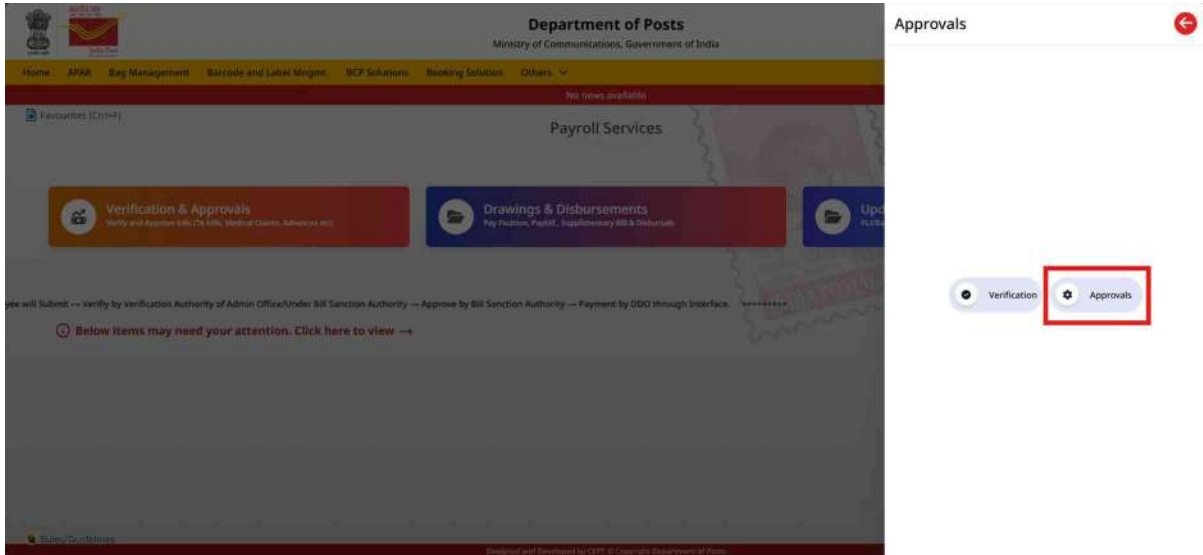


Payroll SOP in APT to submit CEA reimbursement claim and process the submitted application

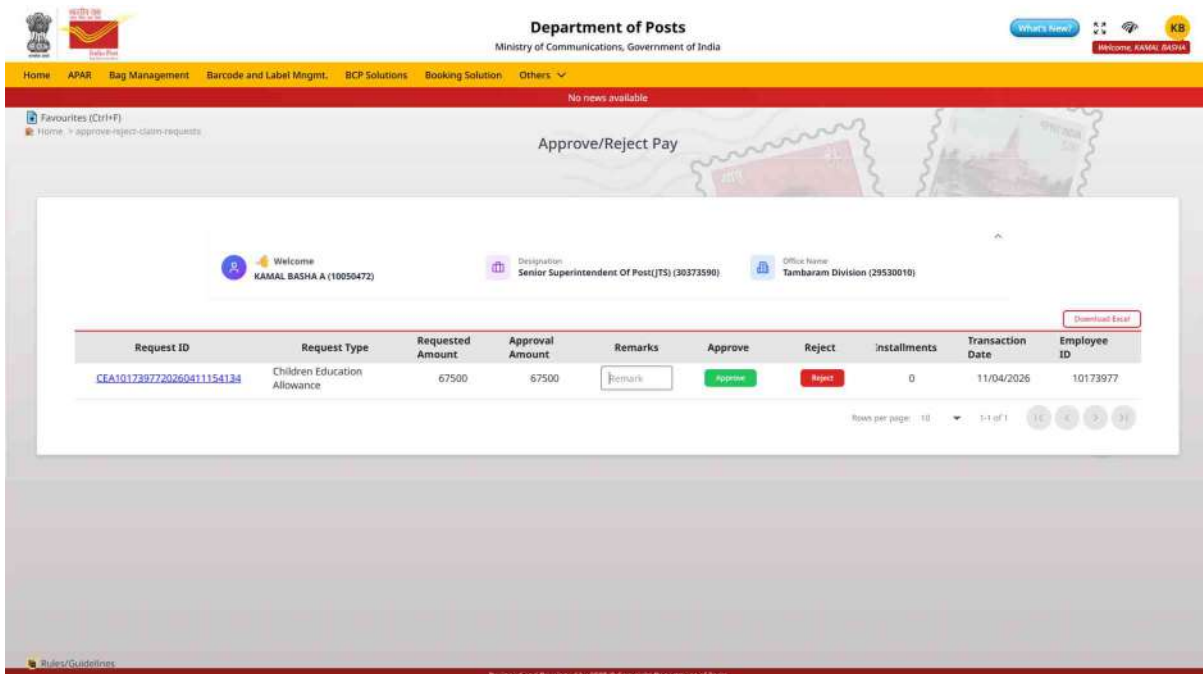


7. Approval by sanctioning Authority

7.1. The sanctioning authority to navigate to Payroll System Card, click on Verification & Approvals card, and click on Approvals subcard



7.2. The sanctioning authority will see list of requests pending for Approval/Rejection.





Payroll SOP in APT to submit CEA reimbursement claim and process the submitted application



7.3. The sanctioning authority can click on request id hyperlink to view the details

Department of Posts
Ministry of Communications, Government of India

CEA1017397720260411154134 - Children Education Allowance

Download Attachment

EMPLOYEE ID	NAME	TRANSACTION DATE	STATUS
10173977	MEENAKSHI V	11/04/2026	Verified

SPOUSE EMPLOYED	SPOUSE OFFICE DETAILS	EMPLOYEE REMARKS
No		Submission for academic year 2025-26

BANK TYPE	BANK ACCOUNT NO.
POSB	010010100102

SL.NO	Child Name	Date Of Birth	Standard	Institute Name	Physical Challenge	Requested EA amount	Eligible CEA Amount	Hostel Subsidy	Eligible Hostel Subsidy	Remarks
1	Rajesh	01/01/2017	4th 2025-26	Maharshi ...	No	33750	33750	0	Amount	
2	Ramya	01/01/2019	2nd 2025-26	Maharshi ...	No	33750	33750	0	Amount	

REQUESTED CEA AMOUNT: 67500
ELIGIBLE CEA AMOUNT: 67500

REQUESTED HOSTEL AMOUNT: 0
ELIGIBLE HOSTEL CHARGES: 0

REQUESTED AMOUNT: 67500.00
TOTAL ELIGIBLE AMOUNT: 67500.00

Track

7.4. The sanctioning authority can click on “Approve” button to approve the request.

Department of Posts
Ministry of Communications, Government of India

Approved Transaction ID: CEA1017397720260411154134 successful

Home Accounts AI Reports APAR Bank Module Budget Module Others

Vizag Division 1 CEPT Andhra Pradesh Circle Visakhapatnam Region Visakhapatnam Division Guduvada Division BHQ BENGALURU SORTING

Approve/Reject Pay

Welcome Designation Office Name

Download Excel

There are no records to display



8. Disbursement

8.1. Upon approval by the sanctioning authority, the request will be available for disbursement to the DDO for POSB disbursal / Cheque Request

Payment Interface

Welcome [Redacted] Designation [Redacted] Office Name [Redacted]

Cheque Request CQ Disbursal/Cancel **POSB Disbursal** POSB Errors

POSB Disbursal

SOL ID: 56000100 OFFICE ID: [Redacted] OFFICE NAME: [Redacted]

Pay Bill Supplementary Bill

Note: Provision is made for TDS deduction. Please select the transaction and enter the TDS to be deducted.

Note: If the total amount of the selected row is zero, please select another row along with it to submit further.

<input type="checkbox"/>	Bill Type	Total Amount	Transaction ID	Transaction date	Count	Delete
<input type="checkbox"/>	Pay Request	67500	CEA1017397720260411154134	11-04-2026	1	<input type="button" value="Stop Payment"/>

8.2. The DDO to complete disbursement workflow depending on the bank account in POSB or in Other/Home banks.

Workflow Initiated Successfully

Disbursement ID: PBDWF412800011004991220260411163253647

Status: Completed



9. Reports:

9.1. Payroll Account Summary

The DDO can view Payroll Account Summary for the transaction posted. DDO to navigate to Payroll System, Drawings & Disbursements card, click on Forms subcard, select “Accounts Reports” and enter relevant dates.

The screenshot shows a web application window titled "Account Reports preview". The main content is a document titled "Payroll Account Summary" for the Government of India, Ministry of Communications, Department of Posts. The document includes the following table:

Sl.	Receipts	Amount	Sl.	Payments	Amount
1	HR to CBS- In transit (8671001800)	67500.00	1	Existing Post Offices-Allowances (3201027407)	67500.00
Total		67500.00	Total		67500.00

Generated On: 2026-04-11 by user - [redacted]

9.2. Budget Block/Consumption Report

DDO to navigate to Drawings & Disbursements Card to download the report in excel format.

The screenshot shows a web form for generating a "Budget Block/Consumption" report. The form includes the following fields and options:

- All Reports:** A dropdown menu with "Budget Block/Consumption" selected.
- From Date:** 11-04-2026
- To Date:** 11-04-2026
- Employee ID:** 29360016
- Request ID:** (empty field)
- Reporting Office:**
- My DDO:**
- Download:** A red button to generate the report.

	A	B	C	D	E	F	G	H	I	J
1	transaction_id	hoa	budget_id	ddo_office_id	office_name	consumed_amount	remark	indicator	transaction_type	created_date
2	CEA1017397720260411154134	320102101010107	Sfce5150-7f3-4bd1-b430-05cab52de487	29360016	Tambaram HQ	67500	Payroll Claims	CL	Claims	2026-04-11T16:23:17.526976+05:30
3										



Payroll SOP in APT to submit CEA reimbursement claim and process the submitted application



9.3. Account Summary Report

DDO to navigate to Drawings & Disbursements Card to download the report in excel format.

Required: DDO Office ID Or Treasury Transaction ID with Payment Dates

Reporting Office
 My DDO

[Download](#)

	A	B	C	D	E	F	G	H	I
1	date	src_tran_id	office_id	office_name	hoa	account_code	account_code_description	amount	receipt_or_payment
2	11-04-2026	PBDWF412800011004991220260411163253647	41280001	CEPT	320102101010107	3201027407	Existing Post Offices-Allowances	67500	Payment
3	11-04-2026	PBDWF412800011004991220260411163253647	41280001	CEPT	867100102010000	8671001800	HR to CBS- In transit	67500	Receipt
4									

END OF DOCUMENT