

OFFICE OF THE FINANCE OFFICER::TEZPUR UNIVERSITY
TEZPUR – 784028::ASSAM

CIRCULAR

Memo No.TU/FIN/CIR/2016-17/

Date:- 10 /01/2017

In continuation to this office earlier circular No.TU/Fin/Cir/2014-15/3313 Dt:-09/12/2015, the management is pleased to allow reimbursement of expenses to all regular employees of the University, under Children Educational Allowance Scheme as per the recommendations of the 6th CPC vide GOI Circular No.12011/03/2008-Estt.(Allowance), Dt:02/09/2008.

A) Children's Educational Allowance:

The following fees/expenses will be reimbursable, per child (maximum upto two children) from Nursery to Class XII including first two years in Junior College (i.e., + 2 stage).

- i) Admission Fee,
- ii) Tuition Fee,
- iii) Laboratory Fee,
- iv) Fee charged for agriculture, electronics, music or any other subject,
- v) Fee Charged for practical work under the programme of work experience,
- vi) Fee paid for use of any aid or appliance by the child,
- vii) Library Fee,
- viii) Games/Sports Fee,
- ix) Fee for Extra Curricular Activities,
- x) Purchase of One Set of Text Books and Note Books,
- xi) Purchase of Two sets of School Uniform,
- xii) Purchase of One set of School Shoes,

N.B.: "Fee" means fee paid directly to the school by the parents/guardians for the items mentioned above. Reimbursements of school bags, pens/pencils, etc., are not allowed.

The maximum ceiling on all the above expenses is Rs.18,000/- per child (maximum two children) per annum as per the academic year of the child (i.e., from January, 2016 to December, 2016 if the child is studying under Assam State Board Curriculum or from April, 2016 to March, 2017, if the child is studying under CBSE/ICSE Curriculum).

B) Hostel Subsidy:

Hostel Subsidy is payable from Nursery to Class XII including first two years in Junior College (i.e., + 2 stage) @ Rs.54,000/-p.a. (i.e., from January, 2016 to December, 2016 if the Child is studying under State Board Curriculum or from April, 2016 to March, 2017, if the child is studying under CBSE/ICSE Curriculum) and is residing in a hostel. Reimbursement is maximum upto 2 children.

The Hostel Subsidy is not admissible to the employees whose children are not staying in hostel and who are opting for reimbursement under Children's Educational Assistance at (A) above. Also the Hostel Subsidy is not admissible if the child is staying in a hostel in the same station where the parents are residing.

**Reimbursement will be made on submission of original receipts/cash memo/vouchers on the basis of self-certification by the Employee as per the 6th CPC recommendation.*

The claim should reach the undersigned in the prescribed format with original supporting on self-certification (wherever necessary) on or before 31st January, 2017 positively for advance processing of the bills.

However, the payment will be disbursed subject to actual availability of grant from UGC as there is a severe cut in Non-Plan Grant for the year 2016-17.

Sd/-
(Sri B. Pathak)
Finance Officer

Date:- /01/2017

Memo No.TU/FIN/CIR/2016-17/

- Copy to:**
- 1) Secretary to the Vice-Chancellor for kind information of the Vice-Chancellor.
 - 2) Registrar, for information.
 - 3) All Deans/HODs for information and with a request for wide circulation among staff members.
 - 4) All Officers, for information.
 - 5) Pay Bill Section, for information and necessary action.
 - 6) Web Master, Tezpur University for display in the University Web Site.
 - 7) Concerned File.

(Sri B. Pathak)
Finance Officer

Tezpur University : Assam

BILL FOR CLAIMING CHILDREN EDUCATION ALLOWANCE / HOSTEL SUBSIDY (F.Y.2016-17)

VIDE GOI (DOP&T) ORDER NO: MEMO NO- 12011/3/2008 (ESTT) (ALLOWANCE) DT 02.09.2008

Employee's Bank Account No : _____ Financial year during which the CEA / HS Claimed: _____

Name of the Employee : _____ Employee ID No: _____

Name of the Child : _____ Class: _____

Name of the School/College : _____

Academic Year : Jan'2016-Dec'2016 / Apr'2016-Mar'2017 (Please tick whichever is Applicable for your Child)

Sl. No.	Head of Expenses to be Reimbursed	Voucher.No	Claimed Amount (₹)	(For Office Use) Amt.Admissible for reimbursment(₹)
A)	Children Education Allowance (CEA)			
1	Admission Fee			
2	Tuition Fee			
3	Vidyalaya Vikash Nidhi (For KVs Only)			
4	Laboratory Fee (Computer)			
5	Fee for Agriculture, Electronics, Music or Other Subject			
6	Fee for Practical Work under Work Experience Programme			
7	Fee for Use of any Aid or Appliances			
8	Fee Games/Sports, Extra Curricular Activities, etc.			
9	Library Fee			
10	Text Book (One Set)			
11	Note Book (One Set)			
12	School Uniform (Two Sets)			
13	School Shoes (One Set)			
B)	Hostel Subsidy (HS)			
1	Hostel Subsidy			
	Total Amount (Either A OR B)			
(Cash memo / money receipt should be original and duly self certified)				
				Signature of employee
N.B.	1. Maximum Reimbursement is EITHER ₹18,000/- for Children's Education Allowance OR ₹54,000/- for Hostel Subsidy per child (maximum two children) per employee per annum limited to actual expenditure.			
	2. Reimbursment will be made only against original cash memo/ money receipt duly self certified by the employee.			
	3. One form should be used for each child separately and respective supporting documents should be attached.			