

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

**CIRCULAR**

Memo No. TU/FIN/CIR/2019-20/ 149

Date: 08.01.2020

The competent authority is pleased to allow reimbursement of Children Educational Allowance (CEA) / Hostel Subsidy to all regular employees of the University, under as per the recommendations of the 7<sup>th</sup> CPC vide Gol O.M No.A-27012/02/2017-Estt.(AL), dated 16<sup>th</sup> July 2018.

**A) Children's Educational Allowance:**

The fees/expenses will be reimbursed, per child (maximum upto two children) from Nursery to Class XII including classes eleventh and twelfth held by Junior College (i.e., + 2 stage) or schools affiliated to Universities or Boards of Education and two years Diploma Course in Polytechnics.

The amount for reimbursement of CEA is Rs.2,250/- (fixed) per month per child (maximum two children) as per the academic year of the child (i.e., from January, 2019 to December, 2019 if the child is studying under Assam State Board Curriculum or from April, 2019 to March, 2020, if the child is studying under CBSE/ICSE Curriculum).

**B) Hostel Subsidy:**


Hostel Subsidy is payable from Nursery to Class XII including classes eleventh and twelfth held by Junior College (i.e., + 2 stage) or schools affiliated to Universities or Boards of Education and two years Diploma Course in Polytechnics @ maximum Rs.6,750/- per month or the actual expenditure incurred (i.e., from January, 2019 to December, 2019 if the Child is studying under State Board Curriculum or from April, 2019 to March, 2020, if the child is studying under CBSE/ICSE Curriculum) and is residing in a hostel. Reimbursement is admissible up to the maximum of 2 children.

The above rates/ceiling would be automatically raised by 25% every time the Dearness Allowance on the 7<sup>th</sup> CPC pay structure goes up by 50%.

*The Hostel Subsidy and CEA cannot be claimed concurrently, and the Hostel Subsidy is admissible only in respect of the child studying in a residential educational institution/school located beyond a distance of 50 kms from the residence of the claimant.*

*\*Reimbursement will be made on submission of certificate issued by the Head of the Institution for the period/ year for which claim has been preferred. The certificate should confirm that the child studied in the school during the previous academic year. In case such certificate cannot be obtained, self-attested fee receipt(s) including e-receipt(s) can be produced as a supporting document to claim CEA. Reimbursement will be done once a year, after completion of financial year.*

The claimant should submit the BONAFIDE CERTIFICATE (at Annexure B) from the Head of Institution/ School and PROFORMA FOR RE-IMBURSEMENT OF CEA/ HOSTEL SUBSIDY (at Annexure A) positively on or before 6<sup>th</sup> March 2020, in both cases where the child is studying under Assam State Board curriculum or under CBSE/ICSE curriculum for processing of the bills. However, in case of HOSTEL SUBSIDY the amount of actual expenditure incurred by the claimant towards lodging and boarding in the residential complex should be mentioned.

  
09/11/2020

Memo No. TU/FIN/CIR/2019-20/

Date: 08.1.2020  
09

Copy to:

- 1) Secretary to the Vice-Chancellor for kind information of the Vice-Chancellor.
- 2) Registrar, TU for kind 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.

  
(CMA Dr. B. B. Mishra)

Finance Officer

**Finance Officer**  
**Tezpur University**

**Annexure 'A'**

**PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE/  
HOSTEL SUBSIDY**

**CLAIM FOR THE FINANCIAL YEAR: -**

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 :	
2. Employee ID :	
3. Designation :	
4. Office/ Department :	
5. Name of Spouse :	
6. If spouse is employed, State whether in Central Govt., PSU, State Govt. (give details) :	
7. Designation, Office of spouse :	
8. Bank Account (SBI) :	

9. Details of all the children of the employee:

Sl. No.	Sequence	Name	DOB	Age
1.	1 <sup>st</sup> Child			
2.	2 <sup>nd</sup> Child			
3.	3 <sup>rd</sup> Child			

10. Details of all the children for whom CEA/Hostel Subsidy claimed:

Sl. No.	Sequence	Name	DOB	Age
1.				
2.				

11. Academic year, Name of School/Residential School and Class in which children studied:

1st Child	2nd Child

12. Distance of Hostel of child from residence of employee ( in case Hostel Subsidy is claimed).....

13. Amount of CEA/Hostel Subsidy already received up to previous quarter:\_\_\_\_...

14. The Academic year for which CEA /Hostel Subsidy is applied now: ..

15. (a) Whether the child for whom the CEA is applied for is a disabled child: YES/NO

(b) If yes, indicate the nature of disability:

(c) Date of disability certificate.

(d) Indicate the percentage of disability:

16. Whether the Bonafide certificate from Head of Institution has been attached : Yes/No.

17. For Hostel Subsidy, the Bonafide certificate from mentioning the amount is attached: Yes/No

18. If Yes at Item No. 17, Amount claimed for Hostel Subsidy:.....

19. (i) Certified that the fee/amount indicate above had actually been paid by me.

(ii)Certified that my wife/husband is/is not a Central Government Servant.

(iii)Certified that my husband/wife Sri/Smt:..... is presently working as : ..... in .....and that he/she shall not apply/has not applied for the Children Education Allowance for the child mentioned above.

(iv) Certified that I or my wife/husband has not claimed this re-imburement from any other source and will not claim the same in future.

20. Certified that my child in respect of whom reimbursement of Children Education Allowance is applied is studying in the School/Jr. College which is recognized and affiliated to Board of Education/University.

21.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 reimbursement of Children Education Allowance, 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 :

Office/Dept :

Date :

**FOR OFFICE USE ONLY**

Sl. No.	Name of employee	Emp. ID No.	CEA Amount	Hostel Subsidy	Amount Paid	Remaining amount

***Passed for payment Rs. \_\_\_\_\_***

**Jr. Acctt./ Assistant/ S.O**

**Dy. Registrar (F)/ F.O**

**Annexure 'B'**

**BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL**

This is to certify that Master/Baby/Mr./Miss ..... Roll no.....  
Admission No..... son 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)