

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

CIRCULAR

Memo No. TU/FIN/CIR/2021-22/

Date: 12.01.2022

The competent authority is pleased to allow reimbursement of Children Educational Allowance (CEA) / Hostel Subsidy to all regular employees of the University, as per the recommendations of the 7th CPC vide Gol O.M No. A 27012/02/2017-Estt.(AL), dated 16th 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, 2021 to December, 2021 if the child is studying under Assam State Board Curriculum or from April, 2021 to March, 2022, 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, 2021 to December, 2021 if the Child is studying under State Board Curriculum or from April, 2021 to March, 2022, 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 7th 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 **7th February 2022**, 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.

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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) Section Officer (Entitlement) 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