

CIRCULAR

Memo No.TU/FIN/CIR/2015-16/

3313

Date:-08/12/2015

In continuation to this office earlier circular No.TU/Fin/Cir/2014-15/3790 Dt:-05/01/2015, 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, 2015 to December, 2015 if the child is studying under Assam State Board Curriculum or from April, 2015 to March, 2016, 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, 2015 to December, 2015 if the child is studying under State Board Curriculum or from April, 2015 to March, 2016, 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) positively within 22nd January, 2016 if the child is studying under Assam State Board Curriculum and 11th March, 2016 for the child studying under CBSE/ICSE Curriculum) 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 2015-16.

(Sri B. Pathak) 8.12.15
Finance Officer

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3313-A

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) 8.12.15
Finance Officer

