

No. CAF/2-1-4/1243

30 December 2008

OFFICE MEMORANDUM

Subject: Grant of Children Education Assistance/Hostel Subsidy and Reimbursement of Tuition Fee to the employees of the Institute consequent upon the implementation of the decisions relating to the Recommendations of the Sixth Central Pay Commission

In terms of the decisions taken by the Government of India vide its O.M. No. 12011/03/2008-Estt. (Allowance) dated 2nd September, 2008 on the subject cited above and subsequent clarification issued by Government of India on Children Education Allowance vide O.M. of even number dated 11th November, 2008, annexed herewith and in supersession of all earlier orders on the subject of Children Education Allowance and Re-imbursement of Tuition Fee, the following instructions are hereby issued :

(a) Children Education Allowance and Reimbursement of Tuition Fee which were hitherto payable separately will be merged and will henceforth be known as 'Children Education Allowance Scheme'.

(b) Under the Scheme of Children Education Allowance reimbursement can be availed by the Institute employee upto a maximum of 2 children.

(c) Reimbursement as indicated above will be applicable for expenditure on the education of school going children only i.e., for children from classes nursery to twelfth, including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Boards of Education.

(d) Henceforth, the reimbursement of Children Education Allowance shall have no nexus with the performance of the child in his class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance shall not be stopped.

(e) Reimbursement for the following items can be claimed under this Scheme :

Tuition Fee, admission fee, laboratory fee, special fee charged for agriculture, electronics, music or any other subject, Fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee for extra-curricular activities. This also includes reimbursement for purchase of one set of text books and notebooks, two sets of uniforms and one set of school shoes which can be claimed for a child, in a year.

Contd..... 2/-

(f) The annual ceiling fixed for reimbursement of Children Education allowance is Rs. 12000.

(g) Under this scheme, reimbursement can be claimed once every quarter. The amount that can be claimed in a quarter could be more than Rs. 3000, and in another quarter less than Rs. 3000, subject to the annual ceiling of Rs. 12000 per child being maintained.

(h) In case both the spouses are Government servants, only one of them can avail reimbursement under Children Education Allowance.

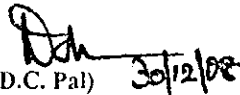
(i) Hostel subsidy will be reimbursed upto the maximum limit of Rs. 3000 per month per child subject to a maximum of 2 children. However, both hostel subsidy and Children Education Allowance **cannot** be availed concurrently.

(j) The above limits would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.

Reimbursement should henceforth be made on the submission of original receipts on the basis of self-certification by the employee of the Institute.

These orders shall take effect from 1st September 2008.

This issues with the approval of the Director.


(D.C. Pal) 30/12/08
Chief Executive (Admn. & Fin.)

Encl. : Annexure

Copy to : (1) All Heads of Divisions/Departments/Sections etc. and outlying Centres/Offices/ Units for circulation amongst the workers and NOTICE BOARDS

(2) Senior Accounts Officer (In-charge, Establishment)

(3) Director's Office (4) C.E. (A&F)'s Office