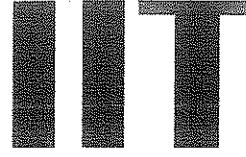




भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

कुलसचिव कार्यालय
(प्रशासन)

Office of the Registrar
(Administration)

Ref. No. : IIT (BHU)/ADM/Implementation 7th CPC/158/Gen/ 1429

Dated : May 20, 2019

NOTICE

This is in continuation to the Notice no. IIT(BHU)/ADM/Implementation 7th CPC/158/Gen/12673, dated 05.02.2019 regarding revision of allowances in accordance with letter no. 15-4/2017-TC dated 31.01.2018 of the MHRD as per recommendations of 7th Central Pay Commission and Notice no. IIT (BHU)/ADM/Implementation 7th CPC/158/Gen/1399 dated May 20, 2019 conveying the BoG Resolution No. 8.20 dated 26.04.2019.

In this connection, it is informed that the mode of re-imbusement of Children Education Allowance has been modified as under, in terms of O.M. no. A-27012/02/2017-Estt.(AL), dated:16/17-July-2018:

Application Procedure:

- 1) The application for re-imbusement shall be made after completion of every financial year i.e. application for FY 2018-19 will be made on or after 01.04.2019. Format of application, Bonafide Certificate and self declaration form are placed at Annexure 'A', 'B' & 'C' respectively.

The final bill in Form-5 duly attested by the Head of department/Schools/Units is to be submitted along with above mentioned Annexures.

- 2) The application for re-imbusement shall contain a bonafide Certificate from the Head of Institution/School, where the ward of the employee of the Institute studies, which will be sufficient for this purpose. The certificate should confirm that the child studied in the school during the previous academic year (Annexure 'B').
- 3) Similarly, for claiming Hostel Subsidy, a certificate from Head of Institution will suffice, with additional requirement that the certificate should mention the amount of expenditure incurred by the employee towards lodging and boarding in the residential complex, so that the amount of expenditure incurred, or the ceiling as mentioned above, whichever is lower may be paid to the employee.

Detailed guidelines in respect of Children Education Allowance given in the O.M. no. A-27012/02/2017-Estt.(AL), dated:16/17-July-2018, Ministry of Personal, Public Grievances and Pensions, DOPT are available on the website of the Ministry.

Joint Registrar (Admin.)-II

P.T.O.

Ref. No. : IIT (BHU)/ADM/Implementation 7th CPC/158/Gen/1429

Dated : May 20, 2019

Copy forwarded to the following for information and necessary action:

1. All the Deans
2. All the Heads of Departments/Coordinators of Schools
3. The Coordinators/Incharge of Units/Centers/Offices
4. All the Professor In-charges
5. The Chief Councillor, Gymkhana
6. The Professor In-charge (Administration)
7. The Chairman, Institute Works Department
8. The Chairman, Council of Wardens
9. The Chairman, Web Management & E-mail Services Committee
10. The Chairman, Press & Publicity Committee
11. The Coordinator, GTAC
12. The Joint Chief Proctor
13. All Admin. Wardens/Wardens, IIT(BHU)-Hostels
14. The Chairman, Web Management & E-mail Services Committee - with a request to upload the same alongwith prescribed form at IIT(BHU) website.
15. The Joint Registrar (Admin)-I
16. The Joint Registrar (Accounts)
17. All the Assistant Registrars
18. All the Staff (by email - faculty.all & staff.all)
19. P.S. to the Director
20. P.A. to the Registrar

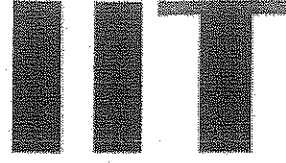
Indian Institute of Technology (BHU).


Joint Registrar (Admin.)-II

Encl.: As above



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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 No.	:	
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. Details of all the children of the employee:

Sl. No.	Sequence	Name	DOB	Age
1.	1 st Child			
2.	2 nd Child			
3.	3 rd Child			

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

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

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

1 st Child	2 nd Child

11. Distance of Hostel of child from residence of employee (in case Hostel Subsidy is claimed)
12. Amount of CEA/Hostel Subsidy already received up to previous quarter:
13. The Academic year for which CEA /Hostel Subsidy is applied now:
14. (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:
15. Whether the Bonafide certificate from Head of Institution has been attached : Yes/No.
16. For Hostel Subsidy, the Bonafide certificate from mentioning the amount is attached: Yes/No
17. If Yes at Item No. 16, Amount claimed for Hostel Subsidy:.....
18. (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.

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.

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:
 Designation:
 Office/Deptt:
 Date:

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)

SELF DECLARATION

I, Name..... Emp_no:.....,

Designation..... of

Department/Schools/Units..... IIT (BHU) do

hereby certify that my son/daughter namely

studied in class..... Section..... Roll No.

during the previous academic year in

..... School.

In the event of change in particulars given above which affect my eligibility for Children Education Allowance. I undertake to intimate the same promptly and refund excess payment, if any made to me.

Signature

Name:

Designation

Dept./Sch./Units.

Date: