



NO.CUK/ADMN-III/F-962/2018-2019/1167

03 July, 2019

CIRCULAR

Sub:- CUK-Administration Section- Reimbursement of Children Education Allowance and Hostel Subsidy as per 07th CPC- Reg.

Ref:- 1.UGC Letter –F.No.11-1/2017 (CU) dated: 19.02.2019.

2.UGC Letter –F.No.11-1/2017 (CU) dated: 07.05.2019.

3. UGC D.O.No.11-1/2017 (CU) dated: 13.05.2019.

4. CUK Order No. CUK/ADMN-III/F-962/2019-20/1041 dated: 21.05.2019

In terms of correspondence referred at reference no. 1 to 3 and vide DoPT, O.M. No.A-27012/02/2017-Estt.(AL) dated: 17.07.2018, reimbursement of Children Education Allowance and Hotel Subsidy is admissible for the eligible regular employees of Central University of Karnataka, Kalaburagi. The DoPT order is self-explanatory, however the following may kindly be noted:-

Children Education Allowance (CEA):

The amount for reimbursement CEA has been revised to Rs. 2,250/- per month irrespective of the actual expenses incurred by the Employee. In order to claim reimbursement of CEA, the CUK Employee should produce a 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 copy of the report card or self-attested fee receipt(s) [including-e-receipt(s)] confirming/indicating that the fee deposited for the entire academic year can be produced as a supporting document to claim CEA. The period/year means academic year i.e., twelve months of complete academic session.

Hostel Subsidy:

The amount of ceiling of hostel subsidy has been revised to Rs. 6,750/- per month. In order to claim reimbursement of Hostel Subsidy for an academic year, a similar certificate from the Head of Institution confirming that the child studied in the school 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. In case such certificate cannot be obtained, self-attested copy of the report card and original fee receipt(s)/e-receipt(s) which should indicate the amount of expenditure incurred by the Government servant towards lodging and boarding in the residential complex can be produced for claiming Hostel Subsidy. The Expenditure on boarding and lodging or the ceiling of Rs. 6,750/- as mentioned above, whichever is lower, shall be paid to the employee as Hostel Subsidy. The period/year will mean the same as explained above, i.e., twelve months of complete academic session.

These allowances shall be effective from 01.07.2017 and anything not contained in this circular the same will be governed as per the DoPT Order No.A-2701/02/2017-Estt.(AL), dated 17.07.2018 or any amendments from time to time.

The pro-forma for claiming the CEA/Hostel reimbursement claims is attached herewith as Annexure I & II.

Copy to:

- 1. All the regular employees of CUK.***
- 2. Office of the VC/Pro-VC/COE/FO.***
- 3. Concerned File.***
- 4. System Analyst to upload in the website.***

Registrar

कुलसचिव/REGISTRAR
केंद्रीय विश्वविद्यालय
Central University of Karnataka
गुलबर्गा GULBARGA.



CENTRAL UNIVERSITY OF KARNATAKA

CENTRAL UNIVERSITY OF KARNATAKA

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

Claim for the Academic 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. Designation:
3. Department/Section:
4. I.D. No.:
5. Name of Spouse:
6. If spouse is employed, state whether in Central Govt., PSU, State Govt. (give details):
7. Details of all the children of the employee:

S.No.	Sequence	Name	DOB and AGE	Whether twins
1.	1 st Child			
2.	2 nd Child			
3.	3 rd Child			

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

S.No.	Name of the Child	School	Class	Academic Year	Fees Paid	Remarks
1.						
2.						

9. Distance of Hostel of child from residence of employee (*in case Hostel Subsidy is claimed*):
10. The Academic year/Session for which CEA/Hostel Subsidy is applied now:
11. (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:
12. (a) Whether the Bonafide certificate from Head of institution has been attached: Yes/No.
- (b) Whether self-attested copy of the report card or self-attested fee receipt(s) confirming/ indicating that the fee deposited for the entire academic year has been attached. Yes/No.
13. For Hostel Subsidy, the Bonafide certificate from Head of Institution mentioning the amount of expenditure incurred is attached: Yes/No
14. If Yes at Item No. 13, Amount claimed for Hostel Subsidy:
15. (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-imbursement from any other source and will not claim the same in future.
16. 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 in University.
17. The information furnished above is 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

Date

FOR OFFICE USE ONLY

The family composition of the claimant has been verified from the official records such as declaration – list of dependent family members etc., and found correct.

Name of the employee	Designation	Child I /II	CEA Amount	Hostel Subsidy Amount (if any)	Amount
		Child I			
		Child II			

Dealing Asst.

Section Officer

Assistant Registrar/Deputy Registrar

FOR FINANCE & ACCOUNTS USE ONLY
(Bills Section)

Bill No.

Date:

Head of Account:

Total amount claimed by the employee

: Rs. _____.

Amount disallowed

: Rs. _____.

Amount Admitted

: Rs. _____.

Passed for

: Rs. _____ (In words: _____)

Dealing Asst.

Section Officer

Assistant Registrar/Deputy Registrar

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 studies in Class during the financial year and
as per School record his/her date of birth is in
words

This is also certify that the above name child has studies 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
..... towards boarding and lodging in the residential complex.

This institution/School is affiliated recognized by.....

and affiliation I recognition number is

Dated:

Place:

Signature
(Head of the Institution/School
with Stamp & Seal)

**(Strike out it is not
applicable)

Authority vide Government of India

Ministry of Personnel, P.G. and Pensions Department of Personnel & Training New Delhi

Order No. N..A-27012/02/2017-Estt.(AL) 16 August, 2017.

(This order shall be effective from 1st July, 2017)

(FOR REIMBURSEMENT OF CEA)

SELF-DECLARATION

I with ID No.,..... Designation Name
.....of Central University of Karnataka do hereby certify that my Son/Daughter namely.....
..... has studied in class
Sec..... Roll No during the previous academic year
in..... School.

In the event of any change in the 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.

Place:-

Date:-

Signature

Name:

ID No.:

Post :