



Ref. No. MANUU/Admn & Gov/F-104/2016-17/264

18th October, 2016

CIRCULAR

Sub: Submission of Children Education Allowance Bills between 01st April to 31st August, every year– Reg.

Ref: Vice-Chancellor's approval dated: 23rd September, 2016.

All the Teaching & Non-teaching staff of MANUU are hereby informed that the bills for claim of the Children Education Allowance for reimbursement of fee be submitted to Administration & Governance Section between **01st April to 31st August** of every financial year. After the above said date the **Children Education Allowance** bills will not be processed.

By Order


Assistant Registrar

To

All Deans of Schools of Studies
All Heads of Departments (Teaching)/ Centres / DDE
All Sections Heads / Incharge (Non-Teaching)
All Heads / Incharge of Regional Centres, Sub-Centres,
CTEs, ITI / Polytechnics, Model Schools, etc.

To please note the same and bring to the notice of their staff

Copy to:

1. Office of the Vice-Chancellor / Registrar / Finance Officer.
2. Director, CIT for uploading on university website.
3. Concerned file

BILL FOR REIMBURSEMENT OF CHILDREN'S EDUCATION ALLOWANCE

Name of the Employee: _____ Designation _____ ID.No _____

Department/Section: _____ S.B. A/c No. _____ Branch: _____ Phone: _____

1. Certified that the children/child mentioned below in respect of whom re-imbursement of Children's Education Allowance claimed is wholly dependent upon me:-

Name of the Child	Date of Birth	School in which studying	Class in which studying	Medium of Instruction	Monthly tuition fee actually payable	Tuition fee actually paid	Total amount of reimbursement claimed
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.							
2.							

Details of expenditure	First Child	Second Child	Total
Tuition fee paid for the Academic Year _____ Period from.....to.....	Rs. _____	Rs. _____	Rs. _____
Purchase of Text books (One Set/per child/per A/Y)	Rs. _____	Rs. _____	Rs. _____
Purchase of Note Books (One Set/per child/per A/Y)	Rs. _____	Rs. _____	Rs. _____
Purchase of Uniforms (Two Sets/per child/per A/Y)	Rs. _____	Rs. _____	Rs. _____
Purchase of school shoes (One Set/per child/per A/Y)	Rs. _____	Rs. _____	Rs. _____
TOTAL	Rs. _____	Rs. _____	Rs. _____

1. Certified that the Education Allowance indicated against the Child/Children has actually been paid by me (Receipts enclosed). (Note:- Bank challans/Paid up Receipts/purchase receipts in **ORIGINAL** are to be enclosed. (Certificate/unauthentic bills / receipts will not be considered)
2. Certified that:
 - i) My spouse is not a Central Government servant.
 - ii) My spouse is a Central Government Servant and that she/he has not claimed/will not claim children's educational allowances in respect of our child/children.
 - iii) My spouse is employed with _____, but not entitled to reimbursement of Tuition Fees in respect of our child / children.
3. Certified that during the period covered by the claim the child/Children attended the school regularly and did not absent himself/herself from the school without proper leave for a period exceeding one month.
4. Certified that child / children mentioned has / have not been studying in the same class for more than two years.
5. Certified that I or my spouse has not claimed and will not claim the Children's Educational Allowance in respect of the children mentioned above.
6. Certified that my child/children in respect of whom reimbursement of Tuition Fee is claimed is/are studying in the school(s) which is/are recognized school(s). (Not applicable to schools run by Central Government / State Government / Union Territory Administration / Municipal Corporation / Municipal Committee / Panchayat Samiti / Zilla Parishad).
7. In the event of any change in the particulars given above which affect my eligibility for children's educational allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made.

Note: Tuition Fee means Tuition fee or Development fee, Admission fee, Lab fee, Special fee charged for agriculture, electronic 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, audio-visual tools, library fee, Vidyalyaya Vikas Nidhi games/sport fee and fee for extracurricular activities.

Encl:

Place &Date:

(Signature of the Employee)

For use in Finance Section

Total amount claimed : Rs. _____

Amount disallowed : Rs. _____

Amount admitted : Rs. _____

Passed for Rs. _____ (Rupees _____)

Dealing Asst.

Section Officer

Asst. Registrar

Finance Officer