

APPLICATION FOR EDUCATION ALLOWANCE TO THE UNIVERSITY EMPLOYEES
SESSION 2019-20

ECR No. _____ page _____
 Mob. No. _____

1. Name of the Employee _____
2. Father/Husband Name _____
3. Date of Joining the University Service _____
4. Designation _____
5. SBI Bank A/c No. _____
6. Name of the Dept./Office in which working _____
7. Name of Dept./Office in which salary drawn _____
8. Details of two eligible Children for Education Allowance (Nursery to 10+2):-

Sr.No.	Name of Children	Name of School	Class	Age/DOB with proof

9. Details of fee to be Reimbursed (self attested receipts to be attached)

Nature of Fee	Amount
Tuition Fee, Admission Fee, Laboratory Fee etc.	
Purchase of Books, Note Books, Uniforms etc.	

10. Period (Calendar year)

From	To	Total Months

11. Self attested certificate of deposited School fee Receipts:

Certified that my wife/husband is not claiming Education Allowance from her/his Employer (certified from the concerned Employer attached). Also certified that I am eligible to raise the claim, as is permissible under the scheme, and the amount claimed has been duly verified by me. Further, I hereby undertake that amount claimed and information given is correct and nothing has been concealed.

Dated: _____

Signature of the Employee

COUNTERSIGNED
 Chairman/Branch Officer
 With office seal

NOTIFICATION

Subject: Scheme for grant of Education Allowance to the University Employees for the session 2019-2020.

The Vice-Chancellor has been pleased to allow the payment to reimburse the Education Allowance to eligible University Employees (Teaching & Non-Teaching) and dependents of deceased University Employee who die while in service on the pattern of State Govt. for the session 2019-2020 with the following **Terms & Conditions:-**

- a) The reimbursement of Education Allowance @ 1125/- per month per child (nursery to 10+2 only) subject to maximum of two children with bifurcation of 50% for purchase of text books, note books, two sets of uniforms, school shoes & transportation charges etc. in addition to the ‘**actual fee paid**’ i.e. 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, library fee, game/sports fee and fee for extra-curricular activities subject to maximum of 50% on production of self attested certificate instead of cash memos/original receipts for the session 2019-20.
- b) Education Allowance for students going Polytechnic or any other Diploma Courses in Polytechnic/I.T.I. after 10th class for two years is also allowed.
- c) Education Allowance will also be sanctioned in cases where the number of children exceeds two as a result of second child birth resulting in twins or multiple birth w.e.f. 1st April 2010 from the session 2010-11 onwards.

Note: All the concerned employees and dependents of deceased University Employee who die while in service, will be responsible to incorporate the amount of Education Allowance drawn by them in their Income Tax Statement of 2019-20 at their own level.

Other terms & conditions will remain unchanged as already notified by this office vide Endst.No.Bills-1/2010/496-595 dated 09.03.2010.

Sd/-
FINANCE OFFICER

Endst.No. Bills/BT-I/19/2017-2116

Dated: 11/12/2019 .

Copy of the above is forwarded to:

1. All the Deans/Directors/Chairpersons/Heads of the Institutes/Departments/Offices with the request to bring to the notice of all the eligible employees working under them to enable the concerned employees to submit their request/claim with self attested receipts required for reimbursement of Education Allowance for the period from 01.04.2019 to 31.03.2020 on the prescribed performa(over-leaf) through proper channel to the Asstt. Registrar(Accounts-II) (Bills Section) latest by **23.12.2019** positively. Any form, received after this date will not be entertained in any case.
2. O.S.D. to Vice-Chancellor (for kind information of the Vice-Chancellor), KUK.
3. Supdt. O/o the Registrar (for kind information of the Registrar), KUK.
4. P.S. to Finance Officer(for kind information of the Finance Officer), KUK.
5. All Salary Sets of Bills Section with the request to bring it to the notice of all dependents of deceased Univ. employee who die while in University service, if they fulfill the terms & conditions as stated above.

Sandeep 11/12/19
Asstt. Registrar(Account-II)
for Finance Officer