

APPLICATION FOR EDUCATION ALLOWANCE TO THE UNIVERSITY EMPLOYEES

SESSION 2021-2022

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 expenses to be reimbursed (self -attested receipts to be attached):-

Sr.No.	Name of Children	Tuition Fee, Admission Fee, Laboratory Fee etc.	Purchase of Books, Note Books, Uniforms etc.	Total Expenses (Subject to Max. of Rs. 13,500/- per child)

10. Period (Session)

From	To	Total Moaths

11. Self attested certificate of deposited School Fee Receipts: _____

Certified that my wife/husband is not claiming Education Allowance from her/his Employer (Certificate 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

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

('A' Grade, NAAC Accredited)

NOTIFICATION

Subject: Scheme for grant of Education Allowance to the University Employees for the session 2021-2022.

The Vice-Chancellor has been pleased to allow the payment to reimburse the Education Allowance to eligible regular 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 2021-2022 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 2021-2022.
- 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 2021-2022 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-1/21/ 3897-3996

Dated: 20.12.2021

Copy of the above is forwarded to the following for information & necessary action:-

1. All the Deans/Directors/Chairpersons/Heads of the Institutes/Departments/Offices with the request to bring this 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 01.04.2021 to 31.03.2022 on the prescribed performa(over-leaf) through proper channel to the Asstt. Registrar(Accounts-II) (Bills Section) latest by 31.12.2021 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 University employee who die while in University service, if they fulfill the terms & conditions as stated above.

Asstt. Registrar(Accounts-II)
for Finance Officer