

**Hkkjrh; iksj ksdh l fku #Mdh
#Mdh & 247667 mYkpy½
INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)**

**cPka dh f'k{kk l gk; rk grq l fku vksk l a 09@2002
INSTITUTE ORDER NO. 09/2002 ON CHILDREN'S EDUCATION ASSISTANCE**

**mnns; %
Objectives:-**

bl ;kstuk dk mnns;] vi us cPka dks cgrj rjhds l sf'kf{kr djok l duseal eFkZ cukus ds fy; }
cPka dh f'k{kk grq l fku de p kfj; h dks vkfFkd l gk; rk mi yC/k djuk gA

The objective of the scheme is to provide financial aid to the Institute employees towards the education of their children to enable them to get their wards educated in a better way.

**l keU; 'krā %
General Conditions -**

^cPps l srkri ; ZgSLk fku de p kjh ij lkwkz : lk l sfuHkj de p kjh dk cPpk % ksy@xkn fy ; sCpps
l fgr%A

'Child' means employee's child (including step/adopted child) wholly dependent on the Institute Employee.

^keU; rk i klr fo | ky ; * & l gk; rk rHkh Lohdk; ZgStc cPpk ekU; rk i klr Lohy ea lk < rk gkA
'Recognized School' – The assistance is admissible if the children study in a recognized school

; fn ifr , oaiRuh nkukadk; jr gā & ; fn nkukadk hz l jdkj @ l fku ds de p kjh g rks l gk; rk
mu ea l s dby , d dks i klr gksxA

If both husband and wife are employed – If both are Central Govt./Institute Employees, assistance will be admissible to one of them only. If the husband or wife is employed outside the Institute, the assistance is admissible only if that spouse is not entitled to the benefit from his/her employer and a declaration to that effect is furnished by the official.

**Lohdk; rk grq cPps dh vk; q & 5 l s 20 o"z ds chp(i j r q f d l h cPps ds l UnHkZ ea 'kS{k d l = ds vr
rd Lohdk; Zgskj] p kgs ml us 'kS{k d l = ds chp ea gh 20 o"z dh vk; q i wkZ dj yh gks A**

Age of child for admissibility - Between the age limits of 5 and 20 years; but admissible in respect of a child up to the end of the academic session even if he completes 20 years, half-way through the academic session.

, d gh d {kk ea lk < usokyk cPpk & , d cPps ds fy; s , d d {kk ea nks 'kS{k d o"z l svf/kd Lohdk; Z
ugha gA

Child studying in the same class - Not admissible for a child for more than two academic years in the same class.

fo | ky ; eami fLFkr & rHkh Lohdk; ZgStc cPpk fu; fer : lk l sfo | ky; tkrk gkA fcuk m fpr
: lk l s Nv/h fy; sfcuk , d ekg l svf/kd fo | ky; l s v u i fLFkr j gus i j Lohdk; Z ugha gS p kgs cPps dk
Ukke Lohy l s u Hkh dV k gkA

School Attendance – Admissible only if the child attends the school regularly. Not admissible for the period of absence from school without proper leave, if it exceeds one month even if the name remains on the roll.

Nk=ofRr iklr djusokyscPps & mu cPpka grqHkh Lohdk; Zgs tks Nk=ofRr iklr dj jgs g\$ ijarq ; fn Qhl ekQ dh xbz g\$ rks f'k{kk 'kYd@Nk=kokl grqvkfFKZd I gk; rk mrus ifjek.k rd gh I hfer gksch ftruk 'kYd okLro eafn; k x; k g\$

Children in receipt of scholarship - Admissible also for children who are in receipt of scholarship, but if freship is awarded, the amount of Tuition Fee/ Hostel Subsidy will be limited to the extent of fees actually paid.

Nq/Vh@fuyæu vkfn ea & I cf/kr depkjh dsM; W h ij ; k ¼, DLVkvkFMUjh yho I fgr½ Nq/Vh ij ; k fuyæcr jgus ij Hkh Lohdk; Zg\$ v&x.kuh; ekuh xbz dky&vof/k ea Lohdk; Z ugha g\$

During leave/suspension etc. - Admissible while the employee concerned is on duty or on leave (including extraordinary leave) or under suspension. Not admissible for the period treated as dies-non.

I dk I svodk'k iklr@R; kxi = vkfn & ; fn dkbZ I LFkku depkjh] R; kxi=@I dk I svodk'k iklr@dk; ZeqDr@I dkP; fr@i Fkdej.k ds dkj.k fdl h 'k\$kd o"KZ ea I dk ea ugha jgrk rks ml 'k\$kd o"KZ ds vr rd ; g I gk; rk Lohdk; Z jgshA

Retirement/ Resignation, etc. - If an Institute employee ceases to be in service in the course of an academic year due to resignation/ retirement/ discharge/ dismissal/ removal, the assistance will be admissible till the end of the academic year in which the event takes place.

; |fi I LFkku depkjh dh eR; q ds ekeys e; ; fn erd dk thou I Fkh dWn@jKT; I jdkj] Lok; Rr'kkI h fudk;] I koZt fud {ks= ds mi Øe ; k v) Z I jdkjh I æBu] t\$ sfd uxj ikfydk] i ks/VLV] jk"Vh; dr c\$] thou chek fuxe] vkfn ; k dWn@jKT; I jdkj ka I si wkr-%; k vkf'kd I gk; rk iklr I æBuka ea dk; jr ugha g\$ rks cPpka dh f'k{kk I gk; rk@'k\$kd 'kYd dh ifri fr Z@Nk=kokl vkfFKZd I gk; rk dh ifri fr] cPpka ds I UnHkZ e; Lohdfr ds fy; s vl; 'krka ds ikyu ds v/; /khu 'k\$kd o"KZ ds ckn Hkh Lohdk; Z gkschA

However, in the case of death of the Institute employee, the CEA/ RTF/ reimbursement of Hostel Subsidy will be admissible in respect of the children even after the academic year subject to observance of other conditions for its grant, if the spouse of the deceased is not employed in Central/ State Government, Autonomous Body/ PSU/ Semi-Government Organization such as Municipality, Port Trust Authority or any other organization partly or fully funded by the Central/ State Governments.

vf/kdre I hek & , s cPps dh I ; k ftuds fy; s f'k{kk I gk; rk@'k\$kd 'kYd dh ifri fr Z@Nk=kokl vkfFKZd I gk; rk vkgfjr dh xbz g\$ 31-12-1987 I si wZ tUea gkus ij 3 rFkk ml ds ckn tUea gkus ij 2 I svf/kd ugha gkuh pkfg; A

Maximum limit. - The number of children for whom the CEA/RTF/Hostel Subsidy is drawn at a time should not exceed three in respect of children born upto 31.12.1987 and two in respect of children born thereafter.

, d gh cPpk , d I svf/kd I gk; rk ds fy; s vgl g\$ & vgl gkus ij 'k\$kd 'kYd dh ifri fr Z rFkk Nk=kokl vkfFKZd I gk; rk nksuka , d ml h cPps ds I UnHkZ ea vkgfjr dh tk I drh g\$; fn fdl h cPps ds fy; s cPpk f'k{kk I gk; rk Hkrk vkgfjr fd; k x; k g\$ rks ml cPps ds fy; s 'k\$kd 'kYd dh ifri fr Z ; k Nk=kokl vkfFKZd I gk; rk Lohdk; Z ugha gksch

Same child eligible for more than one assistance - Subject to eligibility, both reimbursement of Tuition Fee and Hostel Subsidy can be drawn in respect of one and the same child. If Children Educational Allowance is drawn for any child, reimbursement of tuition fee or payment of hostel subsidy will not be admissible for that child.

f'k{kk 'kq'd dh ifriwrZ

Reimbursement of Tuition Fees

ifriwrZ; /kujkf'k & iR; d cPps ds fy; s f'k{kk 'kq'd n\$ rFkk okLrfod Hkqrku & Amount reimbursable – Tuition Fees payable and actually paid for each child of-

d{kk, j Classes	vf/kdre ds v/; /khu Subject to a maximum of
1 I s 10 I to X	#- 40 ifr ekg Rs. 40 p.m.
11 I s 12 XI to XII	#- 50 ifr ekg Rs. 50 p.m.
d{kk , d I s 12 rd ds ekufI d@ 'kkfjfd fodykx cPpkagrq Classes I to XII in respect of physically handicapped/mentally retarded children	#- 100 ifr ekg Rs. 100 p.m.

d{kk 9 I s 12 rd foKku fo"K; yus okys cPpkas dI UnHkZ eaf'k{kk 'kq'd ds vfrfjDr 10 #- ifrekg rd foKku 'kq'd Hkh ifriwrZ; gkskA
Science Fee up to the limit of Rs. 10 p.m. will be reimbursable in addition to the Tuition Fee in respect of children offering Science subjects in Classes IX to XII.

f'k{kk 'kq'd ea l fefyr g&

Tuition fee includes –

1/2 foKku 'kq'd ; k iz kx'kkyk 'kq'd ; fn og vyx I s ugha fy; k tkrk rKA

(a) Science fee or laboratory fee in case Science fee is not separately charged.

1/2 vfrfjDr odfYid fo"K; ds : lk ea d'k grq fo'k'k 'kq'dA

(b) Special fee charged for Agriculture as an elective additional subject.

1/2 fu; fer i kB; p; kZ ds Hkx ds : lk ea l k<k; s tkus okys fdl h Hkh fo"K; t\$ sfd l xhr grq; k , d s fo"K; ftuea dk; Zvudko dk; Døe ds vlrXr i fDVdy dk; ZokfNr gks ml dk 'kq'dA

(c) Any fee charged for subjects like music taught as part of the regular curriculum or subject requiring practical work under the programme of work experience.

f'k{kk 'kq'd ea l fefyr ughag& 1/2 ?kj syw foKku OBM+ 'kq'd (1/2 i tprdky; 'kq'd (1/2 [ky 'kq'd (1/2 i d\$ k 'kq'd (rFkk 1/4 1/2 i kB; Rrj xfrfof/k; k; 'kq'dA

Tuition Fee does not include – (a) Domestic Science fund charges; (b) Library fee; (c) Games fee; (d) Admission fee; and (e) Extracurricular activity fees.

; fn fdl h foKku ds fo | kFkhZ dk f'k{kk 'kq'd foKku Rrj fo"K; ds fo | kFkhZ ds f'k{kk 'kq'd I s vf/kd g\$ rks ml ds foKku 'kq'd dh] pkgS og vYkx I s Hkh fy; k x; k gl\$ ifriwrZ ugha dh tk; sxh A

If Tuition Fee charged for a Science student is higher than that charged for a non-science Student, Science fee, though separately charged, shall not be reimbursed.

ikyhVduhd rFkk fo'ofok | ky; & fdl h fo'ofok | ky; }kjk l pkyr; k l e} dKlyst dh fuEufyf[kr d{kkvka grq f'k{kk 'kq'd dh ifriwrZ dh tk; sxh ijarq; g l jdkjh dKlyst }kjk ml d{kk grqfu/kkZjr njka rd ifrcf/kr gkskA

Polytechnic and University – The Tuition Fee charged by a College run by a University or affiliated to a University for the following classes will be reimbursed but restricted to the rates prescribed by Government Colleges for corresponding classes:-

1/2 i h& ; u hofl M/h

(a) Pre-University;

1/2 fdl h b. VjehfM; V dWyst@VDuhyd dWyst@i kshVDuhd@i =kpkj i kB; Øe ds i Fke o"KZ dh d{kkA

(b) First year class of an Intermediate College/ Technical College/ Polytechnic/ Correspondence course.

f}o"khz; fMlykøk i kB; Øe& , d i kshVDuhd ea t gk; U; ure i dS k ; kx; rk f'k{kk dsl a kxf/kr <kpsea 10 oha d{kk gS ml dh f}o"khz; fMlykøk i kB; Øe dh i Fke o f}rh; o"KZ dh d{kkvka grq f'k{kk 'kq'd dh ifri firZ Lohdk; Z gksxA

Two-year Diploma Course – The reimbursement of Tuition Fee will be admissible for the 1st and 2nd year classes of a Two-year Diploma Course in Polytechnics in cases where the minimum qualification for admission to the course is X Standard of the revised pattern of education.

fodykx cPpkagrqfo'kSk i ko/kku& vf/kdre 100 # -ifr ekg i fr cPps rd Lohdk; Z g\$ pks og l LFkku ftl ea cPpk lk<+ jgk gS dlnz@jkt; I jdkj@dlnz 'kkfl r iz kkl u l s ekU; rk i klr u Hkh gkA gkykfd ; fn] fy; k x; k 'kq'd dlnz@jkt; I jdkj@dlnz 'kkfl r iz kkl u l s Lohdir Hkh g\$ rks ns 'kq'd rFkk fd; s x; sokLrfod Hkqrku dh ifri firZ dh tk; sxA

Special provision for handicapped children – The maximum of Rs. 100 p.m. per child is applicable even if the institution in which the child is studying is not recognized by the Central/ State Government/ Union Territory Administration. If, however, the fees charged are also approved by the Central/ State Government/ Union Territory Administration, then the fees payable and actually paid will be reimbursed.

vk; dj&f'k{kk 'kq'd dh ifri firZ ds : lk ea i klr /kujkf'k 'bru* 'kh"KZ ds vUr xir vk; dj grqnk; h gA

Income Tax – The amount received as reimbursement or Tuition Fee is liable for income tax under the head ‘Salaries’.

ckgj lk<us okys cPpk ds fy; s ; k=k fdjk; k
Journey fare for children studying at outstations

Lohdk; & , d s oSk cPps@l kS-sys cPps@xkn fy; s cPps tks l LFkku de pjkjh ; k ml ds ifjokj ds fuokl l snj Hkkjr ea fdl h LFkku ij fdl h ekU; rk i klr f'k{kk l LFkku ea lk<+ jgs gA Lohdk; Z ugha gS; fn cPps ml h LFkku ij jgrs gS t gk; fd ifjokj jgrk gA

Admissible – To legitimate children/ step children/ adopted children, who are studying in a recognized educational institution at a place in India away from the residence of the Institute employee or his family. Not admissible if the children reside at the same place as the family is residing.

gdnkjh & l LFkku }kjk ?kks"kr vodk'k ds nks ku , d dYkSMj o"KZ ea , d ckj tc fd i <us okyk cPpk vi us i <us ds LFkku l s de pjkjh ds ed; ky; rd vkus o tkus grq; k=k djrk gA ; fn cPpk vodk'k ds ckn l LFkku dks oki l ugha ykS/rk rks ; g fj; k; r Lohdk; Z ugha gA

Entitlement – Once in a calendar year during vacation declared by the institution in which the child is studying for journeys from the place of study to the employee's headquarters and back. The concession is not admissible if the child does not return to the institution after the vacation.

fj; k; r & cPpsds i < us ds LFKku l sl cl sikl dsjyosLVs ku l sdepkj h dseq; ky; ds l cl sikl dsjyosLVs ku rd U; ure njh l svkus tkus ds Nkrkz fj; k; rh nj ij f}rh; Js kh dsjy fdjk; srd l hfer jsy fdjk; sdh ifri firZA ; fn bu LVs kuka ds chp jsy l ok ughag; rks ifri firZ l k/kkj .k cl @ i kuh ds t gkt dh l cl sulph Js kh@LVhej ds fdjk; srd l hfer gksxhA

Concession – Reimbursement of the fare by rail restricted to Second Class fare at student’s concessional rate from the Railway Station nearest to the place where the child is studying to the Railway Station nearest to the employee’s headquarters by the shortest route and back. If these stations are not connected by rail, the reimbursement will be restricted to the fare for journey by ordinary bus/ lowest class by ship/ steamer.

tc ifr o ifru nkuka l dFkku deþkj h g& rksmueal s døy , d bl fj; k; r grqvgz gA
When both husband and wife are Institute employees- Only one of them is eligible for the concession.

I e; I hek& oki l h ; k=k i wkz djus ds rhu ekg ds vlnj l æf/kr f’k{kk l dFkku ds oki Nr i æk.ki = ds l kfk fu/kkzjr i i = ij v/; Fkz djus dks oj h; rk nh tkuh pkfg; sA vl; Fkkj v/; Fkz l ei ár gks tk; xkA

Time limit – The claim should be preferred in the prescribed form within three months of the completion of the return journey along with the required certificate from the educational institution concerned. Otherwise, the claim will be forfeited.

vkonu dh i fØ; k& cPpk f’k{kk l gk; rk dk v/; Fkz Øe’ k%fu/kkzjr i i = vkbzvkbzVh-vkj i i = l hbz, &1 o vkbzvkbzVh-vkj i i = l hbz, &AA ij fd; k tkuk pkfg; A

Procedure for applying - Children’s Education Assistance shall be claimed in the prescribed Forms **IITR FORM CEA-I & IITR FORM CEA –II** respectively.

ukea ; k& ; y[kk ‘kh’k& deþkj j; ka dks cPpka dh f’k{kk l gk; rk dk Hkæ rku oru fuf/k l sfd; k tk; xkA

Chargeable Head of Account- The payment towards Children’s Education Assistance to the employees shall be made out of the Salary Grant.

6. **ykwx% 29 tu 2002 l sA**
Applicable :- w.e.f. 29th June 2002.

(A K SRIVASTAVA)
LT. COL. (RETD.)
REGISTRAR

l Ø Hkk-i ksl #@l keklj; @l hbz, -@2002@2112 fnukd 20 vxLr 2002
No. IITR/Gen/CEA/2002/2112 Dated 20th August 2002

ifrfyfi %&
Copy to:-

1. l eLr foHkkxk/; {k@dshnt/; {k@dk; kzy; k/; {kA
All Head of the Deptts./ Centres/ Offices.
2. foRr fu; ædA
Finance Controller.
3. funs’kd egkn; ds fuf t l fpo dks funs’kd egkn; ds l ipukFkA
P.S. to Director for Director's kind information please.
4. mi & funs’kd egkn; ds vk’ kifryfi d dks mi & funs’kd egkn; ds l ipukFkA
Steno to Dy. Director for Dy. Director's kind information please.
5. l fefr vutHkkxA
Meeting Section.