



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौंगोवाल, संगरूर, पंजाब - १४८ १०६
(मानव संसाधन विकास मंत्रालय के अधीन)

Sant Longowal Institute of Engineering and Technology,
Longowal, Distt. Sangrur, Punjab - 148106
(Deemed To Be University under MHRD)

Ref. No. : Admn/628-32

Dated: 23/04/2019

CIRCULAR

In continuation to this office Circular No. SLIET/Admn/05-08 dated 03.04.2019, the procedure and guidelines for claiming Children Education Allowance (CEA)/ Hostel Subsidy by employees of the Institute from the Financial Year 2019-2020 onwards, in accordance with the recommendations of the 7th CPC have been outlined as under:-

1. Children Education Allowance:

- (a) The amount for reimbursement of Children Education Allowance will be Rs.2250/- per month (fixed) per child. This amount of Rs.2250/- is fixed irrespective of the actual expenses incurred by the employee.
- (b) (i) In order to claim reimbursement of CEA, the 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. (OR)
(ii) 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.
- (c) The period/year means academic year i.e. twelve months of complete academic session.

2. Hostel Subsidy :

- (a) The amount of ceiling of hostel subsidy is Rs.6750/- p.m. The expenditure on boarding and lodging or the ceiling of Rs.6750/-, whichever is lower, shall be paid to the employees as Hostel Subsidy.
- (b) (i) In order to claim reimbursement of Hostel Subsidy for an academic year, a similar certificate from Head of the 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. (OR)
(ii) 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 employee towards lodging and boarding in the residential complex can be produced for claiming Hostel Subsidy.
- (c) The period/year will mean the same as explained above in clause 1 (c).

The rest of the terms and conditions/guidelines as contained in the Office Memorandum No.A-27012/02/2017-Estt.(AL) dated 16th/17th July, 2018 amended from time to time by the GoI will be applicable for reimbursement of CEA and Hostel Subsidy to the employees of the Institute. The performa for claiming the reimbursement of CEA/Hostel Subsidy is enclosed herewith. All the claims of CEA/Hostel Subsidy duly filled in the enclosed performa will only be entertained. The claim of CEA/Hostel Subsidy shall be reimbursed once in a year i.e. after the completion of the academic year and should reach the Accounts Section for reimbursement between 15th April- 15th May every year, so that reimbursement can be made in a consolidated manner.

Hanyit Singh
23/04/19
Deputy Registrar (Admn.)

Encl. : As above.

Copy to :

1. Director, SLIET - for kind information, please.
2. All Deans/HoDs/Section - In-charges - for circulation amongst employees.
3. P.I. (A&A)
4. F.I. (ACSS) - for uploading on the Institute website.
5. File copy