

HALL MANAGEMENT CENTRE  
IIT KHARAGPUR

CIRCULAR

Ref. 0.0. No. Estt/066/2019, dated. 06.02.2019

Sub: Reimbursement of Children Education Allowance (CEA) & Hostel Subsidy based on revised guidelines

Based on the revised guidelines on procedure for claiming reimbursement of CEA & Hostel Subsidy the following procedure will be adopted in the HMC:

1. The claim for reimbursement of CEA & Hostel Subsidy shall be admitted on completion of the Academic Year and will be paid once @ Rs.27,000/- p.a. (@ Rs.2250/-p.m.)
2. For claiming the CEA any one of the following documents is required as supporting document of the claim,
  - A) Certificate issued by the Head of the educational Institution for the period/ year for which claim has been preferred,
  - B) Self-attested copy of the report card.
  - C) Self-attested fee receipts for the entire year
3. The amount of ceiling of Hostel Subsidy is Rs.6750 - per month. In order to claim reimbursement of Hostel subsidy, a similar certificate issued by the Head of the educational Institution for the period/year indicating the amount of expenditure incurred by the employee towards lodging and boarding in the residential complex may be submitted.
4. The reimbursement of CEA in case of Divyaang Children is Rs.4500/- per month.
5. The Hostel subsidy and CEA can be claimed concurrently.
6. Those who have been reimbursed partially for the Academic Year 2018-19 are required to submit the final claim for the year supported by any one of the above-mentioned documents at HMC Office.
7. The arrears for the year 2017-2018 will be paid on the basis of documents already submitted. In case of any further requirement, documents will be asked individually.
8. The above revised rates shall be applicable with effect from 01.07.2017.



**Asstt. Registrar, HMC**

To,

1. Wardens, All of Residence, IIT Kharagpur.
2. HMC Website.