



No. MANUU/Admn&Gov./F.61/2016-17/ 433

Dated: 31.03.2018


OFFICE ORDERS

Sub: MANUU - Administration & Governance Section - Reimbursement of Children Education allowance-Reg.

For the effective handling of personal claim Children Education Allowance (CEA) and Hostel Subsidy of all employees. It has been decided by the Competent Authority that the work related to CEA and Hostel Subsidy will be processed as follows:

S.No	Category of employee	Section
1	All the Teaching/Academic/Statutory officers	ER.I
2	All the Non-Teaching employees	ER.II

The employees concerned are therefore requested to submit their claims, for reimbursement of CEA and Hostel Subsidy in the prescribed format to the concerned sections i.e. ER.I or ER.II. This order shall be effective from 01.04.2018.


(Dr. Mahesh Kumar Vairagi)
Joint.Registrar
Administration & Governance

To

All the Deans /Directors, Schools of Studies & Institutions
All the Heads/In-charge of Departments (Teaching)
All Sections Heads / In-charge (Non-Teaching)
All Heads / In-charge of RCs/ SRCs /CTEs/, ITI s
Polytechnics, Model Schools, Satellite campuses etc.

With a request to note the same and bring to the notice of their Staff

Copy to:

- 1) Vice-Chancellor's office /Pro, Vice-Chancellor's office
- 2) Registrar office
- 3) Finance & Account Section
- 4) ER.I & ER.II
- 5) The Director, CIT- for uploading on MANUU Website