

SIKKIM MANIPAL UNIVERSITY

5th Mile Tadong
Gangtok - 737102

No.SMU/Reg/2011- 147

Date: 26 May 2011

REIMBURSEMENT OF CHILDREN EDUCATION EXPENSE

General

1. Consequent to revision of pay of Teaching and Non Teaching staff of SMU, the Children Education Expense reimbursement has been revised.

Entitlement

2. Entitlement of reimbursement of Children Education Expense will be as given below:-

Teaching & Associate Teaching Cadre

| Designation | Entitlement (per child per year) |
|--|----------------------------------|
| Professor/Associate Professor/Equivalent designation | Rs. 3000 /- |
| Assistant Professor/ Asst. Professor I/Sr. Lecturer /Equivalent designation | Rs.2500 /- |
| Assistant Professor II/ Lecturer/Asst Lecturer /Sr. Resident /Jr. Resident /Medical Officer/Tutor/Demonstrator/ Equivalent designation | Rs. 2000 /- |

Non Teaching Cadre

| Scale of Pay | Entitlement (per child per year) |
|---|----------------------------------|
| Basic Pay Rs. 15,600/- and above or consolidated pay Rs.18,000/- and above | Rs. 2000 /- |
| Basic Pay Rs. 11,530/- and above upto Rs. 15,599/- or consolidated pay Rs. 15,000/- and above upto Rs. Rs. 17,999/- | Rs. 2000 /- |
| Basic Pay Rs. 9,780/- and above upto Rs. 11,529/- or Consolidated pay Rs. 12,000/- and above upto Rs. 14,999/- | Rs. 2000 /- |
| Basic Pay below Rs. 9,780/- or consolidated pay below Rs. 12,000/- | Rs. 1500 /- |

Administrative Cadre

(Officials covered by management engagement policy)

| Designation | Entitlement (per child per year) |
|--|----------------------------------|
| President/Pro Chancellor/ Vice Chancellor/Pro Vice Chancellor. | Rs. 3500 /- |
| Registrar/Executive Director/ Director/ Controller of Exam/Additional Director/Additional Registrar/Additional Controller of Exams/Dy. Director /Deputy Registrar/ Head (HR/Projects/General Services/Finance)/Finance Officer/Equivalent designation. | Rs. 3000 /- |
| Assistant Director/ Assistant Registrar/ Assistant Controller of Exams/ Equivalent designation | Rs. 2500 /- |

Applicability

3. An employee shall be eligible to avail of this benefit after the completion of one year of service i.e. for the second year.
4. If both parents are working under SMU, reimbursement shall be made as per the eligibility of the employee with the higher eligibility.
5. The above reimbursement shall be applicable to fees spent on education of children upto and inclusive of graduation, and shall be applicable for a maximum of two children.
6. It shall include school and college fees except Deposits, Examination fees, Hostel, Utility and Mess Charges, Development Fees, Amount spent for purchase of books and uniforms etc.
7. The reimbursement of fee for a child shall not be applicable in case the child is already availing a fee rebate, under sister institutions under the Manipal Group.

Reimbursement

8. The reimbursement shall be paid on a financial year basis.
9. Original bills and receipts/proof of payment shall be submitted with the claim.

Supersession

10. These instructions supersede all previous instructions on this subject.
11. This has the approval of Vice Chancellor.

Station: Gangtok

Date: 26 May 2011

Copy to:

1. Pro VC (Medical) SMU & Dean, SMIMS
2. Pro VC (Tech) SMU & Director, SMIT
3. Director - Distance Education
4. Addl. Controller of Exams, SMU
5. Dy. Controller of Exams, SMU
6. Head HR & General Services
7. Finance Officer, SMU



Ms. Namrata Thapa
Registrar
Sikkim Manipal University