



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University

Sub Post Office, Katra – 182 320 (J&K)

(A State University established under J&K State Legislature Act No. XII of 1999)

No: SMVDU/Adm./Estt./2025/ 358-59

Dated: 15.04.2025

CIRCULAR

Subject: Reimbursement of Children Education Allowance for the Academic Year 2024-25.

All employees (teaching/non-teaching) are hereby informed to submit their claims (*bills/ bonafide certificate in original*) for the Academic Year 2024-25 towards Children Education Allowance to the Establishment Wing, for onward submission to the Finance Wing for further needful.

All employees (teaching/ non-teaching) shall submit their claims (*bills/ bonafide certificate in original*) in the enclosed Performa 'B' to the office of their concerned Head of the School, who may then collate and send the same along with a covering list to the Assistant Registrar, Establishment Wing, latest by 25th of April 2025.

It is desirable that the Teaching/ Non-Teaching staff whose spouse is working in another public sector/govt. department shall submit the Certificate of non-drawal of Children Education Allowance from their respective DDO, thereby specifying that the reimbursement of Children Education Allowance for the Academic Year 2024-25 has not been claimed by the concerned official for the referred period.

This issues with the approval of the Competent Authority.


Registrar

Encls: Proforma 'B'

Copy to:

1. All Deans/ HoDs/ Section Heads, for information and for circulation among the staff.
2. AR, VC Secretariat, for information of the HVC Sir.
3. Office Order file.