

**VISAKHAPATNAM PORT TRUST EMPLOYEES'
(EDUCATIONAL ASSISTANCE) REGULATIONS, 1990**

In exercise of the powers conferred by Section 28 of the Major Port Trusts Act, 1963 (Act, 38 of 1963), the Board of Trustees of the Visakhapatnam Port Trust hereby makes the following Regulations:

- 1) Short title and commencement: These Regulations maybe called the Visakhapatnam Port Trust Employees' (Educational Assistance) Regulations, 1990.

They shall come into effect from the date on which the approval of the Central Government is published in the Central Government Gazette.

- 2) Application:

- i) These Regulations shall apply to the employees of the Board including those on deputation to the Board but, shall not apply to:
 - a) Persons in Casual or daily rated or adhoc or part-time employment
 - b) Persons employed on contract except where the contract provided otherwise, and
 - c) Persons paid from contingencies.
- ii) These Regulations, shall also apply to the employees on deputation to other organizations or foreign service provided necessary provision in regard to the drawal of educational assistance under these Regulations from such organizations or foreign employers is expressly made in the terms of deputation or foreign service.

- 3) Definitions: In these Regulations, unless the context otherwise requires:

- a) 'Child' means a child of an employee and includes a step-child and an adopted child, who is wholly dependent on the employee.
- b) 'Board' 'Chairman' and 'Head of Department' shall have the same meanings as assigned to them, respectively in the Major Port Trusts Act, 1963.
- c) 'Employee' means an employee of the Board
- d) 'Higher secondary' or 'Senior secondary' classes means XI and XII including classes under 10+2+3 shows like S.S.C.(upto X), Intermediate, Pre-university, Polytechnic,

(Diploma courses), Degree courses in science or non-science examinations conducted by Universities of Andhra Pradesh Govt. provided the child has passed the secondary or equivalent before joining such class.

- e) 'Primary Classes' means classes 1 to V, but, does not include kinder garden or Nursery classes.
- f) 'Recognised School' means government school or any educational institution whether in receipt of Government aid or not, recognized by the Central or State Government or Union territory administration or by a University or a recognized educational authority having jurisdiction over the area where the Institution is situated. For the purpose of these Regulations, education up to the Senior level shall be treated as school education.
- g) 'Secondary Classes' means classes VI to X.
- h) 'Tuition fee' means tuition fee payable and actually paid and includes.
 - i) Science fee,
 - ii) Laboratory fee, in case science fee is not separately charges.
 - iii) Special fee charged for agriculture as an elective additional subject, and
 - iv) Any fee charged for subjects like music which are taught as part of the regular school curriculum programme of work experience.

Provided that if tuition fee charged from a science student is higher than that charged from a non-science student, science fee, though separately charged, shall not be included in tuition fee for purposes of these regulations.

Explanation: 'Tuition fee' does not, however, include –

- i) Domestic science fund charges
- ii) library fee
- iii) Games fee
- iv) Admission fee, and
- v) Extra-curricular activity fees

General conditions:

- 4) Eligibility: Subject to the provisions of Regulations 11 to 24 all employees without any pay limit shall be eligible to draw children's educational allowance, re-imbusement of tuition fee and Hostel subsidy.
- 5)
 - 1) In case both wife and husband are employees and are governed by the provisions of these Regulations, the Children's educational allowances or reimbursement of tuition fee or hostel subsidy, as the case may be shall be admissible to one of them only.
 - 2) In case the wife or husband of an employee is employed outside the Board, the employee shall be eligible to draw the allowance or reimbursement of subsidy under these Regulations, only if his/her spouse is not entitled to the benefit of any such allowances or reimbursement of subsidy from his/her employer and a declaration to that effect shall be obtained from the employee.
- 6)
 - (1) The Children's educational allowance or the reimbursement of tuition fees* or Hostel subsidy shall be admissible to an employee while he/she is on duty or is under suspension or is on leave (including extraordinary leave).
Provided that during any period which is treated as 'dies non' the employee shall not be eligible for the allowance/ reimbursement / subsidy for the period.
 - (2) If an employee dies or ceases to be in service by reason for retirement, resignation, discharge, dismissal or removal from service in the course of an academic year, the allowance or reimbursement or hostel subsidy shall be admissible till the end of the academic year or upon the month in the case of discharge, dismissal or removal in which the event takes place.
- 7) Children's educational allowance, reimbursement of tuition fees or hostel subsidy shall be admissible only in respect of children between the age limits of 5 and 20 years. An employee shall not be eligible to draw children's educational allowance, reimbursement of tuition fee or hostel subsidy for child for more than two academic years in the same class.
- 8) Assistance under these Regulations shall be available upto 3 children born upto 31-12-87 and shall be restricted to two children born thereafter.

Provided that where an employee claims children's educational allowance in respect of some of his children and hostel subsidy in respect of other children, the total number of children in respect of whom the allowance or subsidy is drawn shall not exceed two.

- 9) The Children's educational allowance, reimbursement of tuition fee or hostel subsidy as the case may be, shall be admissible to an employee in respect of a child only if the child attends the school regularly

Provided that no such allowance, reimbursement or subsidy shall be admissible in any case where the period of absence from the school without proper leave exceeds one month notwithstanding that the name of the child remains on the rolls of the school.

10. The children's educational allowance, reimbursement of tuition fee, or hostel subsidy, as the same may be shall be admissible to an employee in respect of his children regardless of the act that any scholarship is received provided that if free scholarship is awarded, reimbursement of tuition fee / hostel subsidy shall be admissible to the extent of fees actually paid.

Children's Educational allowance:

11. (1) An employee is eligible to draw children's educational allowance when he is compelled to send his child to a school away from the station at which he is posted and / or residing owing to the absence of a school of the requisited standard at that station.
- (2) For the purpose of this regulation, the following schools shall not be deemed to be schools of the requisites standard.
- a) In so far as an Anglo Indian Child is concerned, a school not run by the Anglo Indian community or a school not affiliated to the council for Indian School Certificate examination of the Indian council or Secondary Education.
 - b) A school run by a body or certain religious persuasion which the child is prevented by the tenants of his religious persuasion from attending due to religious instructions being compulsorily imparted in such a school, and
 - c) A school where teaching is conducted in a language different from the language of the child.

Explanation:I: The language of the child will be the medium of instruction in the school where the child was getting education earlier and in the case of a child admitted in a school for the first time the mother tongue of the child by birth or by adoption.

Explanation:II: The admissibility of children's education allowance will have to be determined with reference to the standard of the school, viz., primary, secondary or high secondary or senior secondary and the medium of instruction and the language of the child and not to the absence of any particular subject in a particular institution.

12) The allowance shall be admissible to an employee at a station where there is no school of the requisite standard only if the nearest school of such standard is so situated that there is no convenient train or bus service to take the child from his residence near the time of the opening of the school and bring him back not too long after the school is closed for the day and the journey by such train / bus service take more than an hour.

13) If an employee is transferred from a station, where there is no school of the requisite standard to a station where there is such a school and if he was in receipt of the allowance at the former station in respect of any child, he shall remain eligible for such allowance until the close of the academic year of the school in which his child was studying at the time of his transfer provided the child continues to study for that period in that school.

14) If a child of an employee is denied admission to a school or the 'requisite standard at the station at which the employee is posted and / or residing because of there being no vacancy, or for any other reasons, and the child is, compelled to attend a school away from the employee's place of posting and or residence the employee shall be entitled to the allowance as if there were no schools of the requisite standard at that station.

i) Explanation: The availability of vacancy in a school shall be determined with reference to the position existing at the time of the admission of the child in the school whether it be at the start or in the middle of the session, in consultation with competent educational authorities of the area and not on the basis of the certificate of the school authorities.

15) An employee in receipt of the allowance shall continue to be eligible to draw such allowance during any period, not exceeding four months.

- i) when he may go and stay with the child in respect of whom the allowance is drawn while leave or during the suspension or temporary transfer;
 - ii) when the child may come to live with the employee provided it is certified by a registered medical practitioner that the child is forced to remain away from studies due to illness; and
 - iii) when the child may come to live with the employee during vacation, provided the child continues to be on the rolls of the school.
- 16) The allowance shall be admissible to an employee at the following rates.
- | | |
|--------------------------------|----------------------------|
| Primary, Secondary and | Rs.100 per month per child |
| High Secondary class(I to XII) | |
- 17) (1) The allowance shall be admissible to an employee through the year notwithstanding that no tuition fee is paid during the vacation.
- (2) In the case of a child who is successful at the final secondary / higher secondary / senior secondary examination Board of Intermediate, Pre-university examination, the allowance shall be admissible to the employee upto the end of the month in which the examination is completed or upto the end of the month upto which the school fees are charged, whichever is later.
- (3) In the case of a child who fails in the final Secondary / higher secondary / senior secondary examination, Board of Intermediate examination or Pre-university examination but resumes his studies, the allowance shall be admissible to the employee for the period of vacation intervening provided that fees are paid for the period of vacation.

REIMBURSEMENT OF TUITION FEE:

- 18) An employee shall be eligible to the reimbursement of tuition fee payable and actually paid in respect of his child provided that no children's educational allowance under these regulations is admissible to him.
- 19) The tuition fee payable and actually paid by an employee in respect of his child may be reimbursed, subject to the following limits.

- | | |
|--|--|
| a) Class-I to X | Rs.40/- per month per child |
| b) Class XI to XII | Rs.50/- per month per child |
| c) Board of Intermediate
Pre-University | Rs.105/- per month per child |
| d) Class I to XII | Rs.100/- per month per child in
respect of Physically handicapped
and mentally retarded
children. |

Note: 'Science fee' upto the limit of Rs.10/- p.m. for XI and XII Classes and Rs.15/- p.m. for Intermediate course will be reimbursable in addition to the tuition fee in respect of children studying in class IX to XII and also Intermediate Ist and 2nd year offering science subjects.

- 20) (1) The reimbursement of tuition fee charged by a college run by a University or affiliated to a University for pre-university / two years class of an intermediate college or of a Technical college of Engineering / Medical or three years class of Polytechnic or for a correspondence course shall however, be reimbursed in full subject to their being restricted to the rates prescribed by Govt. College including corresponding classes.
- (2) In case where minimum qualifications for admission in the three years Diploma course in Polytechnics is 10th ;class of the revised pattern of education and student joins the Polytechnic after passing X class of the revised pattern of education, the reimbursement of tuition fee shall also be allowed for the 1st, 2nd and 3rd year classes of the above course.
- 21) "Notwithstanding anything to the contrary in those Regulations, reimbursement of tuition fee in case of physically handicapped / mentally retarded child of an employee shall be permitted even if the institution in which the child studying is not recognized by the Central / State Government or Union territory Administration, as the case may be"

Administration

- The institution in which the child is studying in one which is recognized or approved or aided by the Central Government and State Government or Union Territory Administration.
- The fee charged are approved by the Central Govt. or State Government or Union Territory Administration as the case may be.

Explanation: If the institution is recognized or approved or aided, but the fees charged are not approved by Central Government or State Govt. or Union Territory administration, the fee reimbursable shall be subject to a ceiling of rs.50/- per month.

HOSTEL SUBSIDY

- 22) (1) An employee shall be eligible to the grant of a subsidy at the rate of rs.300/- per month per child if because of his transfer he is obliged to keep his children in the hostel of a residential school away from the station at which he is posted and / or is residing.
- (2) However, if the date of admission to the Hostel is earlier than the date of transfer and if such admission is made in anticipation of the transfer, the hostel subsidy may be made from the effective date of transfer.
- 23) The Hostel subsidy shall be payable upto 10 plus 2 stage in states and Union Territories where the pattern of 10 plus 1 plus 2 has been adopted and upto higher secondary and Senior secondary, Board of intermediate, pre-university and 2 years degree courses including Engineering / Medical upto three years in other states and Union Territories irrespective of the fact that the children study in a Kendriya Vidyalaya or any other recognized school.
- 24) The Hostel subsidy shall not be admissible in respect of a child for whom children's educational allowance is drawn by an employee.
- Procedure for payment of children's Educational Allowance Reimbursement of Tuition fee and Hostel subsidy.
- 25) An employee, claiming children's educational allowance reimbursement of tuition fees or hostel subsidy shall furnish a certificate in the prescribed form 1, 2, 3 and 4 as the case may be, to the Head of department at the time of preferring his initial claim and thereafter in the months of March and July every year. Where the certificate to the next higher authority
- 26) The Head of Department in regard to officers working in his department and the next higher authority namely the Chairman in regard to the Head of Department shall after making such enquiry as may be considered necessary issue a certificate indicating the amount of allowance admissible to the employee on the basis of which the allowance shall be drawn by the drawing and disbursing officer.

Provided that in the case of children's educational allowance, it shall be permissible for the allowance being drawn on provisional basis, pending verification as above, for short periods not

exceeding three months, subject to an undertakings being obtained from the employee that if, as a result of verification, it is established that a school of the requisite standard does exist at the station of posting / residence or near such station as referred to in regulation-12 he shall refund the allowance paid to him.

Provided further that the Head of Department or the next higher authority namely the Chairman, as the case may be, may at his discretion, make enquiry at periodic intervals regarding admissibility of assistance under these regulations.

- 27) The drawing and disbursing officer shall certify on the pay bill that the certificates mentioned in Regulation 26 in respect of the employee covered by the pay bill have been obtained.
- 28) An employee transferred from one station to another shall furnish a fresh certificate at the new station in case he continues to be eligible to draw children's educational allowance or hostel subsidy.
- 29) Interpretation of Regulation: If any question arises as to the interpretation of these regulations, the same shall be decided by the Board.
- 30) Repeal and savings: All rules corresponding to these regulations and any order issued in this regard from time to time and in force immediately before the commencement of these regulations are hereby replaced.

Provided that any order or any action taken under the regulations os replaced shall be deemed to have been made or taken under the corresponding provisions of these regulations.

- 31) Central Government orders / Instructions / Rules to be followed in the application of these Regulations:

In applying the forging regulations and in respect of matters ;not dealt with in these regulations, the Central Civil services (educational Assistance) Orders 1988 and the orders / instructions of the central Government issued thereunder from time to time shall be followed in so far as they are not inconsistent with the provisions of these Regulations subject to such exceptions and modifications as the ;Board may from time to time determine.

NOTE:

Principal Regulations:

The Visakhapatnam Port Trust Employees (Educational Assistance) Regulations, 1990 have been approved by the Ministry of Surface Transport Ir.No.Pr-12016/19/89-PE.I, dt.15.11.1990.

F O R M - I

(See Regulations 25)

CHILDREN's EDUCATIONAL ALLOWANCE:

1. Certified that my child / children mentioned below in respect of whom children's educational allowance is claimed is / are wholly dependant upon me and I am compelled to send my child / children away from the place of my posting / residence due to non-availability of the school of the requisite standard due to non-availability of the school of the requisite standard at the station of my posting / residence or due to non-availability of a vacancy in such a school at the station of my posting / residence.

Name of the child	Date of birth	School/ college in which studying location thereof and residence of the child	The place where the	Class in which the child is studying	Monthly educational allowance admissible	Amount of allowance claimed for the period from July, to Feb. 20 March, June, 20
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						

2. Certified that my child / children in respect of whom children's educational allowance is claimed is / are studying in the schools mentioned in column (3) which is / are recognised school (s) (not applicable to schools run by Central Government / State Govt. / Union Territory Administration / Municipal Corporation / Municipal Committee / Panchayat Samiti / Zilla Parishad)

3. Certified that:

- i) My wife / husband is / is not a employee of the Board.
- ii) My wife / husband is a employee of the Board and that she / he will not claim children's educational allowance in respect of our child / children.
- iii) My wife/husband is employed which _____ she / he is / is not entitled to children's educational allowance in respect of our child / children.

4. Certified that during the period covered by the claim the child / children attended the school regularly and did not absent himself / herself / themselves from the school without proper leave for a period exceeding one month.
5. Certified that the child / children has / have been not studying in the same class for more than two academic years.
6. In the event of any change in the particulars given above which affect my eligibility for children's educational allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made.

(SIGNATURE OF THE EMPLOYEE)

Name in Block letters _____

Designation & office _____

Date _____

Place of posting:

(Strike out whatever is not applicable)

X employer other than Board to be mentioned.

F O R M -2

(See Regulation 25)

REIMBURSEMENT OF TUITION FEE

1. Certified that the child / children mentioned below in respect of whom reimbursement of tuition fee is claimed is / are wholly dependant upon me :

Name of the child and religion ship	Date of birth	School in which studying	Class in which studying	Monthly tuition fee actual paid from July, to May, 20 April to March 20	Tuition fee actually claimed	Amount reimbursed
1.						
2.						
3.						

2. Certified that the tuition fee indicated against the child / each of the children had actually been paid by me (cash receipt / counterfoil of the Bank credit vouchers to be attached with the initial claim)
3. Certified that:
- i) My wife / husband is / is not a employee of the Board.
 - ii) My wife / husband is an employee of the Board but she / he will not claim reimbursement of tuition fee in respect of our child / children.
 - iii) My wife/husband is employed with _____ she / he is / is not entitled to reimbursement of tuition fees in respect of our child / children.
4. Certified that during the period covered by the claim the child / children attended the school (s) regularly and did not absent himself / herself / themselves from the school (s) without proper leave for a period exceeding one month.
5. Certified that the child / children mentioned has / have not been studying in the same class for more than two academic years.

6. Certified that I or my wife / husband have / has not claimed and will not claim the children's educational allowance in respect of the children mentioned above.
7. Certified that my child / children in respect of whom reimbursement of tuition fee is claimed is / are studying in the schools which is / are recognized schools (s) (not applicable to schools run by Central Government / State Government / Union Territory Administration / municipal corporation / municipal committee / panchayat samithi / zilla parishad)
8. In the event of any change in the particulars given above which affect my eligibility for reimbursement of tuition fees, I undertake to intimate the same promptly and also to refund excess payments, if any made.

(SIGNATURE OF THE EMPLOYEE)

Designation & office_____

Date:

(Strike out what is not applicable)

X Employer other than Board to be mentioned.

F O R M - 3

(See Regulation - 25)

HOSTEL SUBSIDY

1. Certified that my child Sri / Kum. _____
is studying in _____
(name of the school) was admitted to Hostel of the school on
_____ (certificate from the Head of the
school attached.)
2. Certified that
 - a) My wife/husband is / is not in Board's service is / is not
drawing Hostel subsidy in respect of my child / children.
 - b) The total number of children in respect of whom the Hostel
subsidy and children' educational allowance have been
claimed does not exceed two.
3. I undertake to inform my employer forthwith in the event of my
withdrawing the child from the period and also in the event of
there being any change in the particulars mentioned earlier.

(SIGNATURE OF THE EMPLOYEE)

Name in Block letters: _____

Designation & office _____

Date _____

F O R M- 4

(Sée Regulation – 25)

HOSTEL SUBSIDY

(NAME OF THE SCHOOL AND PLACE)

1. Name of Boarder
2. Name of parent
3. Class to which admitted:
4. Date of admission in the Hostel
5. Period during the year for
which the child would
continue to stay in the Hostel.

From

To

- a)
- b)
- c)
- d)

Principal/Head Master/Head Mistress

(Stamp of the School)

Date: