



# तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi

Campus, कंगलान्चेरी/Kangalancherry, तिरुवारूर/Thiruvavarur - 610 101

CUTN-4(10)/2010-Estt/2013

Dated : 03.08.2016

## CIRCULAR

As per the approval of the Competent Authority, the following are conveyed as a gist of entitlements to the regular staff (Teaching / Non-teaching) for information;

### 1. Leave Travel Concession:

- a) Admissible to all Government servants who have completed one year of continuous service on the date of journey.
- b) The Concession can be availed during any kind of leave including study leave, casual leave, special casual, maternity leave and vacation, but it cannot be admissible during child care leave, closed holidays and week end or any other period of holiday alone.
- c) Concession to Home town is allowed once in a block of two calendar years. The block is counted from 1956-57 and the current block is 2014-17.
- d) The concession will cover for self and dependent family members to travel in the entitled class, limited to the fare of shortest route.
- e) Unmarried employee having his family at this home town can avail this concession himself alone every year.
- f) Home town once declared shall be treated as final. In exceptional circumstances, it shall be changed once during the service of a Government servant.
- g) Concession to any place in India is admissible in lieu of one of the two journeys to Home town in a block of four years.
- h) Officials availing LTC to Home town for self alone once every year are not eligible to LTC anywhere in India.
- i) During LTC, encashment of Earned leave is admissible limited to 10 days. Maximum of 60 days in entire service.
- j) 90% of advances are granted to Government employees to enable them to avail themselves of the concession. The claim in adjustments of the advance should be preferred within one month of the completion of the return journey if advance has been drawn and if no advance has been drawn, it should be within three months.



- k) For fresh recruits to Central Government service they are entitled for three Home town and one All India travel concession in a block of four years. This will be applicable only for first 8 years of service, after joining for the first time in Government service.

## **2. Children Educational allowance:**

1. Reimbursement is admissible for school going children from nursery to twelfth.
2. Maximum of annual ceiling is Rs.18,000/- per annum per child.
3. For children with disabilities, reimbursement will be double the normal rates and annual ceiling will be Rs.36,000 /-.
4. Reimbursement can be claimed once in every quarter in the prescribed form.
5. Age limit for claiming children educational allowance for the children other than disabled children is 20 years or till the time of passing XII class, whichever is earlier.

**Maximum limit:** The number of children for whom the CEA/Hostel subsidy is drawn at a time should not exceed three in respect of children born up to 31.12.1987 and two in respect of children born thereafter.

## **3. Medical Reimbursement:**

Concession is eligible for self and dependent family members. The claim for reimbursement should be submitted within 3 months in the prescribed form duly authorized by medical practitioner. Presently the reimbursement is restricted to CGHS rates.

**For Son:** Till he starts earning, or attains the age of 25 years, whichever is earlier.

**For Daughter:** Till she starts earning or gets married, whichever is earlier irrespective of age limit.

**For Son suffering from permanent disability of any kind:** No age limit

## **4. Family Planning allowance:**

At the time of operation, the employee should have at least one surviving child and not more than two. Male employee's age should not be over 50 and wife's should be between 20 and 45. A female employee's age should not be over 45 and her husband's not over 50. The allowance will be granted related to the Grade Pay / Pay Matrix, corresponding to the post against which the employee concerned will earn family planning allowance. This remains fixed for the entire period of service.

## **5. Child Care Leave:**

Women employees having minor children upto the age of 18 years, may be granted child care leave for a maximum period of 730 days during their entire service for taking care of two children, whether for rearing or to look after any of their needs like examination, sickness, etc., For having disabled / mentally challenged children, it is permitted upto the age of 22 years subject to conditions and submissions of certificates.



This leave may be granted only upto three spells in a calendar year. Leave may also be allowed for the third year as leave not due and commuted leave upto 60 days (without medical certificate). Leave should not be sanctioned during the probation period except in cases of certain extreme situations. LTC cannot be availed during Child Care Leave.

#### 8. Festival Advance:

Festival advance is admissible to Non-Gazetted employees, whose Grade Pay does not exceed Rs.4800/- for an amount of Rs.4500/- once in a financial year. Recoverable is not more than 10 monthly installments.

Copy to

1. All Employees (Regular) by email
2. FO / COE
3. PS to VC
4. IT Section for E Circular

8/10/21  
24/8/2021

(Dr. S. Bhuvaneshwari)  
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