

MINISTRY OF SURFACE TRANSPORT

(PORT WING)

NOTIFICATION

New Delhi, the 31st October, 1990.

G.S.R. 874 (E):- In exercise of the powers conferred by Sub-section (i) of Section 124, read with Sub-Section (i) of section 132 of the Major Port Trusts Act, 1963 (38 of 1963), the Central Government hereby approves the Tuticorin Port Trust Employees' (Educational Assistance) Regulations, 1990 made by the Board of Trustees for the Port of Tuticorin and set out in the Schedule annexed to this notification.

2. The said regulations shall come into force on the date of publication of this notification in the official Gazette.

(F.No.PR-12016/17/90-PE II) ASHOKE JOSHI Jt. Secy.

SCHEDULE

TUTICORIN PORT TRUST EMPLOYEES (EDUCATIONAL  
ASSISTANCE) REGULATIONS, 1990.

1. Short title and commencement :-

(i) These Regulation may be called the Tuticorin Port Trust Employees (Educational Assistance) Regulations, 1990.

2. Application :- (i) These regulations shall apply to all the employees of Tuticorin Port Trust Board, but shall not apply to :-

(a) persons on casual or daily rated or part-time employment.

(b) persons paid from the contingencies;

❖ persons employed on contract except where the contract provided  
otherwise

ii) These regulations shall also apply to Tuticorin Port Employees on deputation to other Major Ports or on foreign service, provided necessary provision in regard to the drawl of educational assistance under these regulations from such major ports or foreign service is expressly made in the terms of deputation or foreign service.

3. Definitions :- In these regulations, unless the context otherwise requires-

a) 'Board' "Chairman" , " Deputy Chairman" and "Head of Department" shall have the same meaning assigned to them in Major Port

Trusts Act, 1963 respectively.

(b) 'Child' means a child of an employee of the Board and includes step child and an adopted child who is wholly dependent on the employee.

◆ 'Employee' means an employee of the Board.

(d) 'Government' means Central Government.

(e) 'Higher Secondary' or 'Senior Secondary Classes' means Classes XI and XII and include classes up to the equivalent of XII Class, under the 10+2+3 scheme like Pre-University Class or the first year class or an intermediate College, a Technical College or a Polytechnic, provided the child has passed the Secondary or equivalent but not the Higher Secondary examination before joining such class.

(f) 'Primary Classes' mean Classes I to V but does not include Kindergarten or nursery classes.

(g) 'Recognised School' means a Government School / Public School or any educational institution whether in receipt of Government aid or not, recognised by the Central or State Government, or Union Territory Administration or by a University or a recognised educational authority having jurisdiction over the area where the institution is situated. For the purpose of these regulations education up to senior level shall be treated as school education.

(h) 'Secondary classes' means classes VI to X

(i) 'Tuition Fee' means tuition fee payable and actually paid and includes-

- i. Science fee
- ii. Laboratory fee in case of science fee is not separately charged.
- 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 or subject requiring practical work under the programme of works 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 the purpose of these orders.

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 fee.

GENERAL CONDITIONS :

4. Eligibility ♦ (1) All the employees of the board without any pay limit shall be eligible to the reimbursement of Tuition fee payable and actually paid in respect of their children provided that no 'Children Educational Allowance' is admissible to them under any of these regulations.

2. In case both wife and husband are governed by the provisions of these regulations, the reimbursement of Tuition fee shall be admissible to one of them only.

3. In case, the wife or husband of an employee is employed outside the Board, the employee of the Board is eligible for reimbursement of tuition fee under these regulations only, if his / her spouse is not entitled to such benefit from his/her employer and a declaration to that effect shall be obtained from the employee.

3. The reimbursement of tuition fee shall be admissible to an employee while he / she is on duty or is under suspension or is on leave (including EOL).

Provided that during any period which is treated as "dies- non" the employee shall not be eligible for the reimbursement.

5. If an employee dies or ceases to be in service by reasons or retirement, resignation, dismissal or removal from service in the course of an academic year, the reimbursement shall be admissible till the end of the academic year in which the event takes place.

6. The concession is admissible only in respect of children between the age limits of 5 and 20 years. An employee shall not be eligible for reimbursement of tuition fee for a child for more than two academic years in the same class.

(7) Assistance under these regulations shall be available up to three children at one time borne up to the date of 31.12.1987 and shall be restricted to two children born thereafter.

(8) Reimbursement of tuition fee shall be admissible to an employee in respect of a child, only if the child attends the school regularly.

Provided, that no such reimbursement shall be admissible in any case where the period of absense from the school without proper leave exceeds one monht not withstanding that the name of the child remains on the roll of the school.

(9) The reimbursement of tuition fee shall be admissible to an employee in respect of his/hers children, regardless of the fact that any scholarship is received provided that freeship is awarded, reimbursement of tuition fee shall be admissible only to the extent of fee actually paid.

10. The claim may be made by the employees in the prescribed form annexed to this regulation

## **5. Extent of reimbursement :**

**1. Up to XII Class :** The tuition fee payable and actually paid by an employee in respect of his/her child may be reimbursed subject to the limits as fixed by the Board in consonance with the orders of Central Government issued from time to time.

**2. Polytechnic and University-**the reimbursement of tuition fee charged by a College run by a University or affiliated to a niversity or Pre-University/first year class of an Intermediate College or of a Technical College or first year class of Polytechnic or for a correspondence course shall, however be reimbursed in full subject to their being restricted to the rates prescribed by Government College for corresponding class.

**3. Two year Diploma Course.-** In cases where minimum qualification for admission in the Diploma Courses in Polytechnics is 10<sup>th</sup> class of the revised pattern of education and the student joins the polytechnic after passing Xth class of the revised pattern of education the reimbursement of tuition fee shall also be allowed for the I and II year classes of the above course.

**4. Special provision for handicapped children.-** Not withstanding anything to the contrary to these regulation tuition fee payable and paid in respect of physically handicapped or mentally retarded chdild of the employee shall be reimbursed subject to the following conditions:-

(a) The institution in which the child is studyiing is onne which is recognised or approved or aided by the Central Government or State Government or Union Territory administration;

(b) The fee charged or approved by the Central Government or State Government or Union Territory administration as the case may be

**Explanation :-** If the institution is recognised or approved or aided but the fees charged or not approved by Central or State Government or Union Territory Administration, the fee reimbursable shall be subject to the ceilinng fixed by htthe Board in consonance with the orders of Central Government issued from time to time.

## 6. Procedure for reimbursement of Tuition fees.-

1. At the time of accepting the initial claim, production of the Cash Receipt given by the School or Counterfoil of the Bank Credit Voucher, if the tuition fee is paid through Bank by the employee as a proof of having actually paid the Tuition fee will be sufficient. For the subsequent occasions, a declaration from the employee to the effect that he continues to incur the expenditure on tuition fee, etc. should be accepted. The employee may also be asked to certify that his / her child/children is / are actually studying in a recognised school and that he is actually incurring expenditure on the tuition fee.

2. Whenever there is any change in regard to the school, institution/child etc. the first claim will be treated as a 'fresh claim' and the procedure as indicated in the preceding paragraph will be followed.

7. **Interpretation.-** If any question arises as to the interpretation of this order, the same shall be decided by the Chairman.

## ANNEXURE

### 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 dependent upon me.

<i>Name of the child</i>	<i>Date of birth</i>	<i>School in which studying</i>	<i>Class in which studying</i>	<i>Monthly tuition fee actually paid</i>	<i>Tuition fee actually paid from July 19 to Feb, 19 March, 19 to June, 19</i>	<i>Amount of reimbursement claimed.</i>
1	2	3	4	5	6	7
1						
2						
3						

2. Certified that the tuition fees 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 not a Port employee
- ii. My wife/husband is not a Central Government employee.
- iii. My wife/husband is a Central Government servant/Port employee but she /he will not claim

reimbursement of tuition fee in respect of our child/children.

- iv. My wife/husband is employed with \*----- she/he is not entitled to reimbursement of tuition fees in respect of our child/children.

\* employer other than Central Government to be mentioned.

4. Certified that during the period covered by this 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 of exceeding one month.

5. Certified that the child/children mentioned has/have not been studying in the same class for more than two 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 child/children mentioned above.

7. Certified that my child/childrens in respect of whom reimbursement of Tuition fees is claimed is/are studying in the school(s) which is/or recognised schools(s) (Not applicable to schools run by Central Government/State Government/Union Territory Administration/Municipal Corporation/Municipal Committee/Panchayat Samiti Zilla Paraishad).

8 In the event of any change in the particulars above which effect my eligibility for Reimbursement of Tuition Fees, I undertake to intimate the same properly and also to refund excess payments if any made.

Signature of the employee:

**Dated :** Name in block letters.

Employee No.

Designation:

Department :

