

SOP/GUIDELINES FOR REIMBURSEMENT OF TUITION FEES AND HOSTEL CHARGES FOR THE WARDS OF WAGE BOARD EMPLOYEES STUDYING B.TECH/MBBS (UNDERGRADUATE) IN IITs/NITs AND OTHER GOVT. INSTITUTE.

1. How to apply :-

i) In case of Area:

Claim in prescribed format for reimbursement (available in BCCL website) to be submitted by the concerned employee to the head of the division/ area manager/ project manager who after proper verification shall forward the same to GM (Welfare) or HoD-Welfare department through Area Personnel Manager.

ii) In case of HQ:

Claim in prescribed format for reimbursement (available in BCCL website) to be submitted by the concerned employee to the GM/HoD of the concerned department who after proper verification shall forward the same to GM/HoD (Welfare).

2. Approving authority:

- i) After the claim is received in Welfare Department, HQ, the authorised official will verify the documents as per checklist (mentioned at Sl. No. 5) and proposal for reimbursement of eligible claim shall be placed before Director (Personnel) through GM/HoD(Welfare) and A (F) to D (P) for approval.

3. Paying Authority:

i) In case of Area:

After approval, sanction order is prepared by the Welfare department at HQ and communicated to the concerned **Area Finance Manager**, for payment of the sanctioned amount in the salary account of the claimant through RTGS/NEFT.

ii) In case of HQ:

After approval, sanction order is prepared by the Welfare department at HQ and communicated to the HOD (F)-Pay Section, HQ, for payment of the sanctioned amount in the salary account of the claimant through RTGS/NEFT.

4. Timeline:

- i) Claim for reimbursement of tuition fee and hostel charge with supporting documents mentioned in checklist at Sl. No. 5 shall be submitted by claimant within stipulated time period of **less than 03 weeks** of payment to the institute.
- ii) The claim so received by Area / HoDs-HQ, after proper verification shall be forwarded to GM/HoD (Welfare), Koyla Bhawan for reimbursement **within 07 days**.
- iii) After proper scrutiny, the claim so received, shall be processed by Welfare dept. at HQ and issue order **within 07 days** subject to obtaining approval of competent authority.
- iv) Paying authority i.e concerned AFM (for area) and HOD (F)-Pay (for HQ) shall make arrangement for payment of the sanctioned amount **within 07 days** of receipt of sanction order.

5. Checklist of documents to be submitted by the wage board employee for settlement of claim.

- i) Claim form duly filled in all respect with seal/stamp of concerned GM/HoD. (Available in the BCCL website).

Signature

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- ii) Copy of service excerpt of the employee for verification of D.O.B of employee and name of ward as the direct dependant of the employee.
- iii) Copy of seat allotment letter/ certificate in institute.
- iv) Fee receipt in original/copy wherein amount of tuition fee and hostel charge with break-up (hostel seat rent, electric charge & water charge) should be clearly mentioned.
- v) Fee structure of the college for relevant semester/year for which reimbursement claimed.
- vi) In case of Integrated Master Degree (dual degree), certificate/declaration from the institute regarding the duration of B.Tech (undergraduate program) shall be submitted.
- vii) Copy of mark sheet/result of last semester/year (for claims from 2nd semester onwards).
- viii) Copy of employee's bank passbook (salary account) for payment details.
- ix) All the supporting documents shall be attested by the controlling officer of the concerned Area/ Department.

23/08/2024

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