

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref.No.NITUK/Estt./OO/2020/001/A- 112

Date: 19 JUN 2020

CIRCULAR

Sub: Regarding submission of joint declaration for reimbursement of various claims/allowance etc.

The following various allowances, claims, advances, reimbursements etc. are admissible to the employees of the institute:

Medical Attendance/Treatment:	A couple along with all family members forms a single unit for medical claims unless they are judicially separated. When the wife elects to prefer claim, she will be free to choose either her parents or parents-in-law for medical benefits. Judicially separated couples are treated as separate entities for claim preferences. Either of them may include the children in the declaration of family.
Children Education Allowance/Hostel Subsidy	Children Education Allowance/Hostel subsidy, will be admissible to any one parent only. If the spouse is not an employee of the Central Government, allowance/ reimbursement/subsidy can be drawn only if the spouse is not entitled to similar benefit from his/her employer.
Leave Travel Concession	When both the husband and wife are Central Government servants, they can declare separate Home Towns and may claim the concession separately for the members of their respective families. Children will be eligible for the benefit in one particular block as members of the family of one of the parents only. If husband or wife avails the facility as a member of the family of the other, he or she is not entitled for claiming the concession for self independently.
House Building Advance	If both of them are eligible for the advance, then the advance shall be admissible to only one of them. The total of their pay will be taken into account only for the purpose of computation of cost-ceiling limits but not for the quantum of advance.
House Rent Allowance	Both are entitled to draw HRA even if they work in the same station and live together but not provided with Government accommodation. A Government servant whose spouse is allotted accommodation at the same station by Central/State Government/Autonomous Body/PSUs/PSBs/Semi-Government organization will not be eligible for house rent allowance irrespective of whether or not the non-allotted employee resides in that accommodation.
Allotment of Residence	The title of each of them will be considered independently. Only one residence will however, be allotted, except in the case of judicial separation. If the husband/wife who is an allottee of a residence is subsequently allotted a residential accommodation in the same station from a Pool to which the Allotment Rules, 1963, do not apply, he/she should surrender any one of the residences within one month. This condition will not, however, apply if they do not reside together due to judicial separation.

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Those employees whose spouse is a servant of Central/State Govt., Autonomous/Statutory Body, Public Sector Undertaking/Enterprise, Public Sector Banks etc. shall submit a joint declaration as per **Annexure-I** and acceptance of declaration by the Competent Authority of the spouse's office. The reimbursement/allowance/advance shall be admissible, only after receiving joint declaration and acceptance of declaration by the Competent Authority of the spouse's office.

The declaration may be revised in the event of promotion, transfer, resignation, etc. of either.

This is issued with the approval of the Competent Authority.



Registrar

Copy to:

1. All employees – through email
2. Assistant Registrar (Estt.)
3. Office of the Director
4. Office of the Registrar
5. Guard file – for record only

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ANNEXURE-I

Joint Declaration for availing benefits of Medical Expenses/Children Education Allowance (CEA)/Leave Travel Concession (LTC)/House Building Advance (HBA) etc.

DECLARATION BY HUSBAND

I, _____ hereby declared that my wife Mrs. _____
is working in _____ (Central/State Govt., Autonomous/Statutory Body, PSU,
PSB, Railway etc.) as _____ and I will avail following benefits for self and dependents:

S.No.	Name	Relationship	D.O.B.	Benefits
				() Medical () LTC () CEA () HBA
				() Medical () LTC () CEA () HBA
				() Medical () LTC () CEA () HBA
				() Medical () LTC () CEA () HBA
				() Medical () LTC () CEA () HBA
				() Medical () LTC () CEA () HBA
				() Medical () LTC () CEA () HBA
				() Medical () LTC () CEA () HBA

- 1) My place of posting is _____.
2) Have you allotted Government Accommodation? if yes, details thereof _____.
3) Have you drawn House Building Advance? if yes, details thereof _____.

Date: _____

Signature of Employee

DECLARATION BY WIFE

I, _____ hereby declared that my Husband Mr. _____
is working in _____ (Central/State Govt., Autonomous/Statutory Body, PSU,
PSB, Railway etc.) as _____ and I will avail following benefits for self and dependents:

S.No.	Name	Relationship	D.O.B.	Benefits
				() Medical () LTC () CEA () HBA
				() Medical () LTC () CEA () HBA
				() Medical () LTC () CEA () HBA
				() Medical () LTC () CEA () HBA
				() Medical () LTC () CEA () HBA
				() Medical () LTC () CEA () HBA
				() Medical () LTC () CEA () HBA
				() Medical () LTC () CEA () HBA

- 1) My place of posting is _____.
2) Have you allotted Government Accommodation? if yes, details thereof _____.
3) Have you drawn House Building Advance? if yes, details thereof _____.

Date: _____

Signature of Employee

NOTE:

- Acceptance of the declaration by the Competent Authority in the spouse's office should be submitted alongwith this Declaration failing which it would not be accepted.
- In case of any change in future, the same should also be intimated jointly.