

राष्ट्रीय आदिवासी छात्र शिक्षा समिति

(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)
भू-तल, गेट नंबर-3ए, जीवन तारा बिल्डिंग,
संसद मार्ग, नई दिल्ली-110001
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National Education Society for Tribal Students

(An Autonomous Organization under
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File No.: NESTS/H-4/12/Procedure_of_Payment/2024-25

Dated: 28.02.2025

To,

All Commissioner/Member Secretary/Director
All States/UTs EMRS Societies

Subject: Procedure for payment of House Master's Honorarium, Free Meal Facility at EMRSs and NESTS Medical Attendance Rules, 2024 -reg

Sir/madam,

NESTS had issued guidelines for the aforesaid approved items i.e. for free meal facilities in EMRSs, guidelines for house system in EMRSs & NESTS Medical attendance rules, 2024 vide letters no. NESTS/H-1/58/Policy/2024-25 dated 23.12.2024.

2. As per these guidelines, it was stated that the procedure of release of captioned payment/allowances will be issued separately. In this regard, competent authority, NESTS has approved procedure of payment attached as Annexure-I

This issues with the approval of the Competent authority.

(Gaurav Pawar)

Deputy Commissioner (Finance)

Copy to:

1. PS to Commissioner, NESTS
2. Principal Secretary, State Tribal Departments
3. Nodal officers all State EMRS Societies
4. Principal of EMRSs.
5. NESTS HR Consultant at State Societies

Annexure-I

A. Free meal facilities to the entitled staff in EMRSs:

As per guidelines dated 23.12.2024, free meal facilities to the entitled staff in EMRSs to HMs, Principal, Vice-Principal, Staff Nurse and Hostel Wardens and free lunch to all teachers were approved. The following procedure proposed for free meal facility:

• Total Amount:	Maximum Rs. 20,000/- per school per month (maximum upto Rs. 2.00 Lacs per school per annum)
• Applicable from	w.e.f. 23.12.2024
• Eligible Staff for free food facility:	As per letters no. NESTS/H-1/58/Policy/2024-25 dated 23.12.2024
• Funds to be utilized	Out of total fund share of 1.91% of State EMRS Societies.
• Payment Procedure:	State Society shall release said amount to the respective EMRSs in advance on quarterly basis.
• Approving authority for payment	As per the Delegation of Power issued/approved by State Society.
• Booking of expenditure	Maximum ceiling for expenditure on this account shall be Rs. 20,000/- per school per month. However, pro-rata payment may be done in case less expenditure observed by concerned Principal.
• Miscellaneous provisions	In-charge-wardens, In-charge Principals shall also be eligible for free food facility, if the posts are lying vacant

B. House System and payment of HMA in EMRSs:

Letter regarding House master Allowance (HMA) @ Rs. 1,200/- per month to each House Master was issued by NESTS vide letters no. NESTS/H-1/58/Policy/2024-25 dated 23.12.2024. This allowance shall be charged from the GIA-Salaries and shall be paid along-with monthly salary bill. Following procedure is proposed for payment of House Master Allowance:

• Eligible Amount:	Rs. 1,200/- per month to each House Master only for 10 months of Academic Session
• Eligible Staff for appointing as HMs:	<p>All teaching staff who are performing duties of House Master on full time basis satisfactorily. Availability and performance of House Master will be reviewed by Principal every quarterly to assess whether the teacher is performing the duties of House Master strictly as per instructions issued by NESTS. In case of deficient performance, the said allowance should not be given.</p> <p>As far as possible only the teachers living in the campus should be assigned the duties of House Masters.</p> <p>Not allowed during vacations. In case of vacations during the months where students are allowed to leave hostels the House Master Allowance will be given on prorata basis. Non-Teaching staff are not to be appointed as House Masters.</p>
• Applicable date:	<p>w.e.f. 23.12.2024</p> <p>(Proportionate payment for December, 2024)</p>
• Funds to be utilized	GIA-Salaries/Salaries under recurring funds.
• Payment Procedure:	Concerned EMRSs shall update the payable amount of HMA to respective staff in the HRMS and paid alongwith monthly salary bill.
• Approving authority for payment	Principal
• House Masters appointed by:	Principal
• Admissibility in case of leave period	Not admissible for the leave period in any month (Except casual leave).

C. Procedure for Reimbursement of Medical claims under NESTS Medical Attendance Rules, 2024:

NESTS Medical Attendance Rules, 2024 was issued by NESTS vide letters no. NESTS/H-1/58/Policy/2024-25 dated 23.12.2024. Following procedure is proposed for reimbursement of medical claims under the **NESTS Medical Attendance Rules, 2024:**

<ul style="list-style-type: none">• Applicable date:	w.e.f. 23.12.2024.									
<ul style="list-style-type: none">• Funds to be utilized	GIA-Salaries/Salaries under recurring funds.									
<ul style="list-style-type: none">• Payment Procedure: <p>(I) Outdoor Treatment, Day Care Procedure and Post-hospitalization and follow up treatment</p>	<ul style="list-style-type: none">• NESTS Employees shall submit his claim in Annexure-II (Medical Reimbursement claim Form) alongwith Prescription slip, bills, consultation fee receipts, laboratory and investigation receipts etc. in original and duly self-certified by the employee concerned. The medical expenses on OPD treatment shall be reimbursed as per the CGHS/AIIMS rates or as per actual whichever is less. In case there is no CGHS/AIIMS rates, the rates allowed should not be more than lowest CGHS/AIIMS rate in adjoining area.• Treatment can be taken in Any State/Central/Autonomous Body hospitals/CGHS empaneled hospitals. In case of emergency treatment may be taken from any nearest hospital and reimbursement claims for such cases should also supported with emergency certificate.• Powers to approve the medical expenditure: <table><tr><th>S.No.</th><th>Designated officer</th><th>Ceiling</th></tr><tr><td>1.</td><td>Principal</td><td>Upto Rs. 5,000 in each case subject to 12 months ceiling of Rs. 25,000 for an employee</td></tr><tr><td>2.</td><td>Nodal Officer of State Society/ Officer I/c RO</td><td>Above Rs. 5,000 in each case, or above Rs. 25,000 in 12 months subject to ceiling of Rs. 1,00,000 for an employee</td></tr></table>	S.No.	Designated officer	Ceiling	1.	Principal	Upto Rs. 5,000 in each case subject to 12 months ceiling of Rs. 25,000 for an employee	2.	Nodal Officer of State Society/ Officer I/c RO	Above Rs. 5,000 in each case, or above Rs. 25,000 in 12 months subject to ceiling of Rs. 1,00,000 for an employee
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	<ul style="list-style-type: none">Concerned official of EMRS shall scrutinize the medical claims and submit to the principal or concerned State Society/Regional Offices/NESTS HQ with recommendations from Principal, as the case may be.Principal/State Society/Regional Office/NESTS HQ will examine the same and will issue sanctions of expenditure.Concerned EMRSs Accountant/Official shall enter the sanctioned amount of medical reimbursement in the HRMS portal and shall be paid alongwith monthly salary bill of the employees. All the approved bills should be countersigned by Principal & Accountant/Office-in-Charge.Expenditure on account of medical reimbursement shall be booked from the salaries component of recurring grantMedical reimbursement registers shall be prepared in the attached Annexure-II, which must be maintained for 10 years. Medical bills for reimbursement must be preserved for minimum 5 years. These records should be provided to the audit teams in the school/RO/HQ.			
<ul style="list-style-type: none">(II) Indoor Treatment	<p>A. Planned Indoor Treatment:</p> <ul style="list-style-type: none">Employees shall submit request to respective Principals/state society/RO/HQ for permission for indoor treatment of their dependent family members and self in advance alongwith letter from the concerned			

hospital specifying the nature of illness, treatment to be given and period of hospitalization.

- Principals shall obtain permission for indoor treatment of their dependent family members and self in advance from the Competent Authority of respective State Society/RO/HQ
- NESTS HQ/RO Staff will submit their request for planned indoor treatment to the NESTS Headquarters.
- Employee shall take the treatment and submit his claim to the Principal of EMRSs in **Annexure-II (Medical Reimbursement claim Form)** alongwith original Prescription slip, bills, consultation fee receipts, laboratory and investigation receipts in original and duly self-certified by the employee concerned.
- RO Staff other than Head of office shall submit his claim to the Head of Office. Reimbursement cases of Head of office should be submitted to NESTS HQ.
- Concerned official shall scrutinize the medical claims and submit to concerned Principal or State Society/Regional Offices with recommendations through Principals as the case may be.
- Powers to approve the medical expenditure to the following officers of EMRS:

S.No.	Designated officer	Ceiling
1.	Principal	Upto Rs. 1,00,000 for an employee in 12 months
2.	Nodal Officer of State Society/ Officer I/c RO	Above Rs. 1,00,000 upto Rs. 5,00,000 for

		an employee in 12 months
3.	Additional Commissioner, NESTS	Cases not covered in 1 & 2 above.

- EMRS/State Society/Regional Office Examine the same and will preaudit and sanction expenditure or send it to State Society/RO/NESTS HQ, as the case may be.
- Concerned Principal/State Society Officers/RO/NESTS HQ, as the case may be, will process the same for approval and issue/communicate the approval of reimbursement amount to the respective Staff Members of the EMRSs.
- Concerned Official shall enter the amount of medical reimbursement in the HRMS shall paid alongwith monthly salary bill of the employees. All the approved bills should be countersigned by Principal & Accountant.
- Expenditure on account of Medical expenditures shall be done from the salaries component of recurring grant

B. Emergency Indoor Treatment:

- In Emergent conditions, the Individual has to intimate his/her office (Principal/RO/HQ) within 48 hours, followed by ex-post facto approval from the Competent Authority after discharge.
- Rest procedure shall be as stated at (A) above.

In Case the IPD treatment is taken from the any hospital other than NESTS or CGHS Empaneled Hospitals, Central/State Govt. Hospitals. The claim for more than Rs.1.00 Lacs shall be

	verified by the committee constituted by the Competent Authority i.e Principals in case of employees posted at EMRS, State Society in case of Principal and NESTS Hqrs in case of employees posted in RO's/Hqrs. The committee shall verify the genuineness of the claim and make recommendation accordingly. (Only for emergency cases alongwith emergency certificate issued by the hospital)
(III) Medical Advance	<ul style="list-style-type: none"> • EMRS/NESTS employees may be granted 90% of medical advance of the approved CGHS package rates on receipt of a certificate from the treating physician of Government/recognized/ CGHS empanelled hospital, in all cases of hospitalization. • Such advance shall be adjusted in the final medical reimbursement claim submitted by the employee. If an employee fails to submit his claim, the amount of advance shall be recovered from his/her salary. • Power to approve advance shall be as under: Principal – for all staff in EMRS other than self RO- for Principal and RO staff other than Head of Office HQ- for all the staff
<ul style="list-style-type: none"> • CGHS rates 	Nearest CGHS city rates shall be applicable for the treatment taken under these rules
<ul style="list-style-type: none"> • AIIMS rate 	In case no CGHS rates available, nearest AIIMS rates shall prevail
<ul style="list-style-type: none"> • Miscellaneous 	In addition, to the above guidelines, wherever not covered, other Govt. of India norms are applicable.

Annexure-II

Medical Reimbursement Register Format

Name of Employee:

Designation:

[illegible]