

**CHECK LIST FOR SUBMISSION OF CLAIMS FOR EDUCATION CONCESSION TO THE WARDS
OF ARMY PERSONNEL KILLED/PERMANENTLY DISABLED/MISSING IN ACTION**
(Updated in Jan 2020)

1. **Sequence of Documents.** Following requisite documents self attested by claimant for education claim will be attached in the order given below: -

(a) **Contingent Bill (Separate for each child & each academic year).**

(i) All the details/columns in Contingent Bill have to be filled. Particular attention is drawn to Para 6 of the Contingent Bill. **No photo needs to be attached.**

(ii) **Single Sheet.** Contingent bill should be printed on **both sides** of a single sheet of paper duly stamped and signed by the Principal/Head of School/Institute (with appointment stamp). In case claim has been preferred on two separate sheets, both the pages will be countersigned by the Principal/Head of School/College/Institute (with appointment stamp). **No revenue stamp needs to be affixed.**

(b) **Fee Receipts.** Attach **original fee receipts** to the Contingent Bill; clearly showing breakdown of fees viz tuition fee, school boarding fees; mess charges and school bus charges for the complete academic year. Each receipt must be duly stamped and signed by Head of the Institute. **No PG/Rented accommodation is authorised.**

(c) **Uniform Claim.** Receipts for uniform (where uniform is compulsory), clothing, books and stationary for complete academic year, will be attached in **ORIGINAL.**

(d) **Transport Claim.** Will only be paid for school bus maintained/run by the school or actual fare of railway pass for students or bus fare certified by the Head of the Institute. In all cases **ORIGINAL** bills must be countersigned by the Principal/Head of Institute.

Note. Please note that Certificates/Duplicates/Photocopies of receipts are NOT acceptable in audit at PCDA, New Delhi.

2. **Education Entitlement Card (Format attached).** Attach a photocopy of the Education Scholarship Entitlement Card (EEC) of the child, issued from respective Record office for JCOs/OR and for officers from Army HQ, AG/MP-5 (RK Puram, New Delhi). All existing beneficiaries are requested to obtain a fresh EEC from respective Record Office/ MP-5 as per revised format already forwarded to them.

3. **Bank Details.** Attach a copy of cancelled cheque-leaf of active bank account. No other document will be admissible.

Important Notes

4. **In case of serving personnel, claims will be forwarded under a covering letter of unit/est presently posted. It should certify the following: -**

(a) **The CEA/expenditure incurred has not been claimed from any other source/PAO/OR/PCDA (O).**

(b) **Bills/Receipts enclosed are genuine/original.**

(c) **Permanent Mobile No of the claimant.**

5. **Education concession claims in respect of ESM/Veer Naaris will be forwarded to this Dte under covering letter of dependent Stn HQ /Sub A HQ/Secy ZSB/RSB along with permanent mobile No of the claimant.**

6. Education Concession claims, after being processed by this office, are sent to HQ PCDA, Misc Section, G Block, New Delhi-110011 for payment. If passed, HQ PCDA, New Delhi directly credits the amount into the beneficiary's bank account generally within a month through NEFT.

शिक्षा पूर्ति दावा को भरने से पहले निम्नलिखित बातों का ध्यान रखा जाए:-

1. **दस्तावेजों का अनुक्रम.** शिक्षा पूर्ति दावा के लिए निम्नलिखित दस्तावेज स्व-हस्ताक्षित करके क्रमानुसार लगाए।

(क) **फुटकर बिल Contingent Bill हर बच्चे का अलग तथा अलग शैक्षिक सत्र के लिए।**

(क)

(i) फुटकर बिल के सभी कॉलम भरना अनिवार्य है। पैरा पर विशेष ध्यान दे। 06 फोटो की जरूरत नहीं है।

(ii) फुटकर बिल पर आवेदक का हस्ताक्षर होना चाहिए। (गार्जियन/पिता/बच्चे के माता) रजिस्ट्रार के हस्ता/कॉलेज के प्रिंसिपल/संस्थान/तथा स्कूलक्षर स्टाम्प सहित होने चाहिए। **रसीदी टिकट नहीं लगाए।**

(iii) पर होना चाहिए। अगर फुटकर बिल दो पृष्ठ पर (दोनों तरफ प्रिन्ट) क्लेम एकल शीट रजिस्ट्रार के हस्ताक्षर स्टाम्प सहित होने /कॉलेज के प्रिंसिपल/संस्थान/हैं तो दोनों पेजों पर स्कूल अनिवार्य है।

(ख) **फीस रसीद-** पुरे शैक्षिक सत्र की मूल फीस रसीद फुटकर बिल के साथ लगाए जिसमें मैस बिल तथा स्कूल बस फीस का ब्यौरा ,स्कूल बोर्डिंग फीस ,जैसे ट्यूशन फीस (अलग मदो-अलग) अंकित हो। **किराए का मकानका बिल मान्य नहीं है .जी.पी।**

(ग) **यूनिफार्म दावा** - तथा स्टेशनरी की (जहां अनिवार्य) पूरे शैक्षिक सत्र के लिए यूनिफार्म मूल रसीद लगाए।

(घ) **यातायात दावा** - संस्थान द्वारा चलाई जा रही बसों या रेलवे पास का /कॉलेज/स्कूल असल किराया जिस पर **स्कूलरजिस्ट्रार के हस्ताक्षर स्टाम्प सहित होना/कॉलेज के प्रिंसिपल/संस्थान/का अनिवार्य है।**

2. **एजुकेशन एनटाइटल कार्ड)Education Entitlement Card(** सभी लाभार्थी से निवेदन है कि वे अपना E.E.C नए फॉर्मेट के अनुसार निम्नलिखित विभाग से बनवा कर उसकी कॉपी बिल के साथ भेजे:-

(क) JCO/OR - संबन्धित रिकार्ड आफिस

(ख) अधिकारी - Army HQ/MP-5, RK Puram New Delhi.

3. **बैंक का ब्यौरा.** कार्यशील बैंक खाते की रद्द चेक की कॉपी लगाए। **अन्य बैंक संबन्धित दस्तावेज मान्य नहीं है जैसे NEFT मैनडेट फार्म आदि।**

महत्वपूर्ण सूचना

4. **सेवारत अधिकारी.अन्य/जे सी ओ/** अपना क्लेम अपनी ऑफिसयूनिट वर्तमान तैनाती है उसके /) द्वारा सह पत्र Covering Letter प (र निम्नलिखित को प्रमाणित करवा कर भेजे।

(क) शिक्षा पूर्ति दावा किसी भी अन्य स्रोत जैसे PAO(OR)/PCDA(O) से नहीं लिया गया।

(ख) सभी बिल असली है।/रसीदे प्रमाणिक/

(ग) आवेदन कर्ता का स्थाई मोबाइल नं०।

5. भूतपूर्व सैनिक वीरनारी शिक्षा पूर्ति दावा/station HQ/sub A HQ/Secy ZSB/RSB के सह पत्र पर इस कार्यालय को भेजे आवेदन कर्ता के स्थाई मोबाइल नंके साथ। 0

6. शिक्षा पूर्ति दावा इस कार्यालय से प्रक्रम के उपरान्त HQ PCDA, Misc Section, G Block को पेमेंट के लिए भेज दिया जाता है। अगर बिल पास हो जाता है तो उसकी देय राशि एक माह के अंदर उनके अकाउंट में PCDA, New Delhi द्वारा भेज दि जाती है।

(CONTINGENT BILL ON ANY MODIFIED FORMAT WILL NOT BE ACCEPTED)

CONTINGENT BILL

(On single sheet back to back)

FOR OFFICIAL USE ONLY

FILE NO. _____

1. Contingent Bill No. _____ of _____
2. Amount on this bill : Rs. _____
3. Approved Payment : Rs _____
4. Deductions (If any) : Rs _____

OFFICE STAMP

TO BE FILLED AND SIGNED BY THE BENEFICIARY
(ALL FIELDS ARE MANDATORY)

1. Expenditure on account of scholarship in respect of Master/Km.
_____ son/daughter of Service No _____
Rank _____ Name _____ studying in class _____
School/College _____ for the
academic year _____ to _____.

Ser No	Details of Actual Expenditure	Amount (in Rs)
(a)	Tuition fee	
(b)	Hostel fees (including mess charges) {for Boarding schools/institutions only}	
(c)	School bus charges (Bus maintained by School)	
(d)	Books & Stationary (limited to Rs 2,000/-)	
(e)	Uniform (where it is necessary) (limited to Rs 2,000/-)	
(f)	Clothing (limited to Rs 700/-)	
	Total	

(Rupees (in words) _____
_____ only)

2. Certified that the above charges/expenditure have been necessarily incurred by the student and he/she is not in receipt of any other concession scholarship from the school/college as well as from the State/Central Government.
3. This amount has not been claimed from PCDA/PAO (OR)/any other source.

Cont'd....

4. Certified that the claim has been prepared strictly as per the rates and instructions laid down in Govt of India, Min of Def letter No. 6-1/2009/Edu. Concession/D (Res-II) dated 13 Sep 2017 & 23 Mar 2018.

5. Certified that the school/college is Govt/Govt aided/unaided, recognized by Central/State Education Board (name of the State/ UT) _____ vide Govt letter No/Affiliation Code _____ dated _____.

6. **BANK DETAILS** (Cancelled Cheque/NEFT Form mandatory)

A/c holder's name :	
Bank name and address:	
A/c No. :	
IFS Code:	

7. **ADDRESS** (PIN code mandatory)

Permanent Address	Correspondence Address
PIN -	PIN -
Mobile No -	

Date :
Place:

Signature of BENEFICIARY
(FATHER/MOTHER of the Child as
per Education Entitlement Card)

COUNTERSIGNED

8. Certified that amount claimed above has actually been paid by the student and received by this School/Institute. Rates of tuition fees, hostel charges (messing charges included), bus/rail fair charges etc. claimed above are the actual charges as approved by the Competent Authority for the academic year _____.

School/College/Institute Seal
Date :

Signature of Principal/Head of School/
College/Institute
(with appointment stamp)

ENTITLEMENT CARD

**EDUCATION CONCESSION FOR CHILDREN OF ARMED FORCES PERSONNEL
KILLED/MISSING/DISABLED IN ACTION**



Card No

1. The holder of this card **Master/Miss** _____

Date of Birth _____, is the son/daughter of **No** _____

Rank _____ **Name** _____ of **Corps/Unit** _____.

2. Type of Battle Cas: **Killed/Missing/Disabled in Action** (Strike out whichever is not applicable), Date of Cas _____ during _____ (Name of War/Operation) declared vide Auth: _____ **(PO II No)**.

3. Name of Guardian _____
(in case applicable)

4. Postal Address _____

PIN _____ Contact No _____

5. This card is valid upto (Permanent /date) _____.

“The holder is eligible for all education concession sanctioned by State/Central Govt for children of Armed Forces Personnel killed in action/permanently disabled/missing (Ref GoI, MoD letter No 6(1)/2009/Edu Concession/D (Res-II) dated 13 Sep 2017 & 23 Mar 2018)”.

(Office Seal)

Place:
Date

(Dir, MP-5&6)
Signature with appointment stamp

OR

(Chief Records Officer)
Signature with appointment stamp
_____ Records